



Secure Tomorrow
Minet

AON | Global Network Correspondent

Excellent Career Opportunity

Position : Senior Account Servicer
Division : Minet Risk Solution
Section : Corporate
Responsible To : Service Manager
Responsible For : None

To apply for this opportunity, please visit:

www.minet.com/kenya/careers



**Closing date of applications will be on 4th March, 2021.
Only shortlisted candidates will be contacted.**



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PURPOSE OF THE JOB

Assist in underwriting functions to ensure effective client service, customer retention and profitability of the assigned companies.

KEY TASKS

1. Ensure that risk management/loss control/insurance programmes are properly geared to cope with clients' exposure in both the long and short terms. Guidance will be provided by the Supervisor.
2. Advise clients on the ramifications of any relevant provisions of the Insurance Act and/or Industry Agreements, relative to premium payments and other insurance matters after seeking guidance from the Supervisor.
3. Ensure timeliness of work processing, including policy issuance and timely collection of premium due.
4. Monitor the amount of insurance in force and conduct gap analysis within assigned clients and advice accordingly.
5. Service client on a day to day basis, liaison between the client and Insurers and accompany senior staff during client's necessary visits.
6. Perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

JOB SPECIFICATIONS

Academic/Professional Qualifications

A Degree from a recognized university, good knowledge of applicable software

Working Experience

Four years of experience in general insurance

Job Competencies

1. **Communication**- Speaks clearly, persuasively and demonstrates fair presentation skills.
2. **Systematic Reasoning**-Recognises and clarifies problems.
3. **Product Knowledge**- Fair knowledge and understanding of general insurance products.
4. **Quality** - Demonstrates accuracy and thoroughness.
5. **Customer Service** - Responds promptly to customer needs.
6. **Teamwork** - Able to work in a team set up to achieve team commitments.

WORK ENVIRONMENT

Most of the work is performed in a fast-paced office setting with minimal interruptions and with the need to deal with a great diversity of people. Some work is performed at meeting rooms in the clients' office.

If you meet the above requirements, please email your application and resume to: recruitmentkenya@minet.co.ke on or before close of business 4th March, 2021. Quote the job title as the subject. Only shortlisted candidates will be contacted.