



Secure Tomorrow

Minet

AON | Global Network Correspondent

# Excellent Career Opportunity



## Job Title: Account Executive

<b>Division</b>	:	Minet Risk Solutions - Western
<b>Location</b>	:	Eldoret
<b>Reports to</b>	:	Branch Assistant Manager
<b>Grade</b>	:	AG4

### PURPOSE OF THE JOB

The role of the Account Executive will be to build and improve day to day client relationships, manage portfolio of client accounts, credit control and provide technical expertise to the team. The candidate should have the ability to effectively engage with clients, assess their needs and convert them into business opportunities.

### Key Areas Of Responsibilities

- ✓ Responsible for leading, developing and improving the day-to-day client relationships.
- ✓ Perform critical client functions, including collection & credit control, claims management & client visits.
- ✓ Ensure 100% client engagement prior to renewal and within set timelines which includes: -
- ✓ Preparing pre-renewal documents
- ✓ Meeting with clients
- ✓ Sending renewal notifications
- ✓ Ensuring that renewals are managed through the digital platform as per agreed targets.
- ✓ Member education upon renewal of policies and on newly won accounts.
- ✓ Responding to client complaints and filing out a complaint resolution report.
- ✓ Ensuring that the business meets KYC documentation threshold.
- ✓ Responsible for structuring insurance programmes to meet the needs of corporate and retail clients.
- ✓ Meet individual organic growth targets on all insurance lines.
- ✓ Ensure that the business is in line with the credit control policy requirements.
- ✓ Responsible for producing client documentation (including policy documents and claims statistics), leading or contributing to renewal meetings and leading or contributing to fee negotiations.

- ✓ Responsible for maintaining and improving client satisfaction, retention, revenue and profitability.
- ✓ Contributes to the development of new markets and partnership opportunities with either existing or new clients.
- ✓ Maintaining an individual sales pipeline for cross selling and upselling.
- ✓ Ensuring all documentation/procedures are in compliance with Minet Kenya Standards.

### Accountability Areas

- ✓ Retention & Organic growth
- ✓ New Business initiatives
- ✓ Credit control
- ✓ Client Service

### Knowledge and Skills Required:

The job holder must possess:

- ✓ A Bachelor's Degree in Business related field
- ✓ At least 3+ years' experience in relevant field
- ✓ Qualification in Insurance Professional papers (AIK/Diploma in CII)
- ✓ Communication skills
- ✓ Detail oriented
- ✓ Interpersonal skills
- ✓ Microsoft Office competency

If you meet the above requirements, please email your application and resume to [recruitmentkenya@minet.co.ke](mailto:recruitmentkenya@minet.co.ke) on or before close of business **18th February 2022**, quoting the job title as the subject. Only shortlisted candidates will be contacted.