



Secure Tomorrow

Minet

AON | Global Network Correspondent

Excellent Career Opportunity



Job Title: Assistant Manager - Business Development, International Business

Division	:	Employee Benefits
Department	:	Healthcare
Location	:	Head Office, Nairobi
Reporting to	:	Business Development Manager
Status	:	Regular

PURPOSE OF THE JOB

The Assistant Business Development Manager – International business is responsible for generating new international private medical business both corporate and individual and ensure growth of the portfolio.

Roles and responsibilities

- ✓ Develop business growth strategies to help drive revenue growth.
- ✓ Ensure that product and pricing knowledge is always up-to-date, to enable confident interaction with prospects and clients
- ✓ Meet the departments' annual target in brokerage income from new business.
- ✓ Proactively handle all referral sales opportunities from existing customers including fact finding, quotations, follow ups, conversions, and reporting.
- ✓ Develop and manage a credible and effective sales pipeline.
- ✓ Ensure that every sales opportunity is actively followed up, and recorded, to maximize the levels of new business conversion for the team.
- ✓ Thorough pre-tender market intelligence to ensure successful closure of tenders.
- ✓ Understand client needs and be able to tailor solutions to address them.
- ✓ Demonstrate broking excellence and thorough knowledge of our IPMI offerings to clients.
- ✓ Preparation of competent proposals and presentations to prospective clients.
- ✓ Provide solutions in line with the Minet Client Promise Model & Values.
- ✓ Provide consultancy to clients to aid the clients in making decisions.
- ✓ Implement new business immediately after award as per the implementation methodology.
- ✓ Effectively and efficiently deal with all administration tasks for corporate or individual customers, ensuring that good quality communication is maintained
- ✓ Obtain policy documents, member packs and dispatch to clients within 14 days of cover confirmation.
- ✓ Ensure that every aspect of the administration workflow process is carried out correctly and in a timely manner, supporting clients if something goes wrong.
- ✓ Timely invoicing, collection of premiums and commissions.
- ✓ Achieve compliance on weekly cross marketing and bi-weekly reporting.
- ✓ Accuracy – Errors and omissions to be observed at all times.
- ✓ Participate in product development and creation of marketing collaterals to support targeted value propositions.
- ✓ Support renewal team in servicing and renewal of accounts as and when required.
- ✓ Perform any other relevant duties that may be assigned by the supervisor.

Knowledge and Skills Required

The job holder must possess:

- ✓ Bachelor's Degree in a Business-related field
- ✓ Diploma in Insurance - AIK or ACII
- ✓ Three years relevant experience in a similar position within the insurance industry.
- ✓ Experience in IPMI sales management with a proven track record.

Technical Competencies

- ✓ Expertise in international medical product knowledge.
- ✓ Exhibit high end qualitative broking skills on international corporate & individual products.
- ✓ Ability to interpret financial and technical proposals to clients.
- ✓ Foster relationships with all international medical insurers.
- ✓ Ability to understand competitor offerings and how to elevate Minet offerings regularly.
- ✓ Ability to scan the Insurer market on new developments, products, acquisitions etc.

Personal attributes

- ✓ Integrity.
- ✓ Analytical skills.
- ✓ Attention to detail.
- ✓ Good negotiation and networking skills.
- ✓ Building and sustaining relationships.
- ✓ Positive attitude, self-motivated, self-driven and able to work with minimal supervision.
- ✓ Passionate, confident, energetic, and proactive.
- ✓ Organizational and time management skills.
- ✓ Good Interpersonal and communication skills.
- ✓ Flexibility and adaptability.

If you meet the above requirements, please email your application and resume to recruitmentkenya@minet.co.ke on or before close of business **15th February 2022**, quoting the job title as the subject. Only shortlisted candidates will be contacted.