

JOB POSTING TEMPLATE

Date: 12 April 2022 **Function:** Business Development
Associate Director, De La Sól
Recruitment and Business
Job title: Development **Manager title:** Chief Business Development Officer

Job purpose

This role will be responsible for:

- Implementing, managing, and improving the full-time agency recruiting process.
- Presenting leadership in executing full-time agency's strategic plans through working closely with functional departments and senior leader of the distribution team such as Chief Business Development Officer.
- Proposing and driving the implementation of the major recruiting initiatives of business development channel.

Major accountabilities

- Plan annual recruitment objectives including full-time agency manpower and budgeting
- Allocate recruitment targets to territory/ region/ center directors, in line with business development's strategic business goals
- Design and implement recruitment contests/ programs/ initiatives and measure efficiency and effectiveness
- Establish the criteria of promotion and career progression of all full-time agency directorship levels such as Center Manager/ Center Director/ Regional Director and Territory Directors under business development channel
- Design, review and develop the introduction programs for all levels of business development channel.
- Guide, support & execute the team members in implementing daily tasks effectively, make a performance improvement plan to develop them as the key members
- Liaise with key stakeholders across functions to drive the outcomes of business development.

Specialized knowledge

- Preferably experienced sales background
- Excellent problem solving, strategic thinking and analytical skills
- Drive for results in a competitive market
- Strong leadership with demonstrable sale management expertise, including mentoring and coaching
- Highly collaborative working style with the ability to build strong working relationships and influence
- Strong organizational skills and the ability to multitask and manage priorities
- Decisive and mature in judgement with a focus on execution excellence
- Easily resolve complex issues by taking a proactive approach to analysis problems and generate solutions
- An ability to be role model OneSunLife Culture and embrace as part of their work
- An energetic and enthusiastic self-starter that is results-oriented with a strong sense of responsibility

Problem solving

Problem-solving abilities are connected to a number of other skills, including:

- Analytical skills
- Innovative and creative thinking
- Resilient mindset
- Adaptability and flexibility

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Education and experience

- Bachelor's Degree or higher, with at least 10 years of working experience or an equivalent combination of education and experience in the related agency industry.
- Have strong understanding of sales performance, full-time agency recruitment & business development.
- Have strong management skill with at least 3-5 years of experience in management role.

Communication scope

- Regular interaction with executive members to share thoughts, initiatives, and challenges to drive operational activities, project outcomes or to solve problems/ issues.
- Ability to explain difficult concepts and to influence/persuade others to adopt a point of view.
- Frequent interaction with team members for performance management and coaching, as well as internal stakeholders to deliver all activities effectively.
- Good interpersonal and organizational skills
- Discipline, strong follow up, attentive to detail
- Quick learner and have the ability to multi – task
- Proactive and accountable

Management scope

Total number of direct reports: 3

Total number of staff managed (direct and indirect): 5

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):