

JOB POSTING TEMPLATE

Date:	<u>2021</u>	Function:	<u>Business Development</u>
Job title:	<u>Center Director, Business Development - South/ North/ Central</u>	Manager title:	<u>Regional Director, Business Development - South/ North/ Central</u>

Job purpose

The incumbent of this job is responsible for developing and implementing full-time agency development for attaining or exceeding all key performance indicators (KPI) and profitability objectives and department goals. Goals include generating agency channel targets New FYP, new recruits; increasing the number of core agents or producers; supporting profitability through quality measures. Develop and improve performance of agency force to achieve goals. Ensure agency force operational effectiveness to realize production and profitability goals.

Major accountabilities

1. Meet all the annual KPI's set for the roles of Center Director.
2. Planning and execution:
 - Prepare weekly, monthly, quarterly and annual business plan for the area in charge
 - Follow up by monitoring progress and results and taking appropriate counter measures
 - Fosters effective teamwork
3. Relationships and communications:
 - Build effective relationships both within internal and external departments
 - Seek input from and maintain effective ongoing communication with others
 - Manage conflict to ensure least disruption to organization
4. Others:
 - Be respectful and trustworthy
 - Be always caring and sympathetic
 - Demonstrate a courtesy and professional appearance and manner
 - Be able to handle agents' queries effectively

Specialized knowledge

- Core indicators:
- Sales and result oriented
 - Competent in interpersonal / communication / negotiation / motivation / analytical / planning / organizing and problem solving skills.
 - Having vast personal networking.
 - Good at sales management skill/insurance industry knowledge/marketing principles.
- Skills:
- Good presentation, communication, and interpersonal skills.
 - Good English in advantage (Writing & Speaking).
 - Familiar with PC literate, Excel, Word and Power Point.

JOB POSTING TEMPLATE

Education and experience

Education:

- Bachelor/College Degree preferably in Economics, Business Administration, Marketing, Insurance.

Experience:

- At least 2 years' experience working as sales supervisor preferably in insurance or foreign-invested financial companies.

Other requirements:

- Analytical thinking.
- Mature, confident, sociable.
- Customer service oriented.
- Positive Mental Attitude.
- Self-starter, motivated and independent, willing to work overtime and travel.

Management scope

Total number of direct reports: 12 to 15

Total number of staff managed (direct and indirect): 12 to 15

Metrics (if applicable)

Finance Metrics (If relevant, describe type and amount (e.g. size of budget managed, revenue, etc.))

Sales Metrics (If relevant, describe type and amount.)

1. Collaborate with Life Portfolio Manager in planning sales and training activities including all sales, services, marketing, event ... activities in the assigned area on monthly basis
2. Deploy the planned sales and training activities in the assigned area to achieve projected sales targets including New FYP, Recruitment & Active Ratio
3. Supervise and manage sales performance in the assigned area in terms of New FYP, Recruitment, Active Ratio and compliance both effectively and efficiently
4. Train and develop team members and the agency force (Life Portfolio Manager) in accordance with the career path in the assigned area
5. Maintain solid and effective collaboration with the agents (Life Portfolio Manager) in the assigned area
6. Manage any other project assigned by Regional Director