

## JOB POSTING TEMPLATE

**Date:** 15/11/2020

**Function:** Distribution

**Job title:** Intermediate Specialist, Distribution  
Operation

**Manager title:** Associate Director, Distribution  
Operation

### Job purpose

<p>Job holder scope of work:</p> <ul style="list-style-type: none"> <li>- Verify and control agent dossiers and record transactions of full agency life cycle from recruitment, licensing, movement, promotion, demotion, information update, termination and others.</li> <li>- Record AD recruitment and termination record, AD hierarchy and in charge of AD orientation/ recruitment &amp; movement module</li> <li>- Contact point/representative from DOS to co-operate and provide support to AD &amp; Advisor</li> <li>- Participate in system enhancement project</li> </ul>
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### Major accountabilities

- Achieve OKR of accuracy, control, timely manner and best service to Sale force	
- Contribute to Process improvement to increase efficiency, quality and service	
- Strong & effective communication, negotiation with other teams, esp with Sales force (AD & Advisor)	
- Participate in system enhancement project /UAT	

### Specialized knowledge

<ul style="list-style-type: none"> <li>- Computer skill (Microsoft Office)</li> <li>- Communication, negotiation and problem solving</li> <li>- Work in high pressure and team working spirit</li> <li>- Logical &amp; analytic, service oriented</li> </ul>
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### Education and experience

<ul style="list-style-type: none"> <li>- University graduate, prioritize economics/finance/banking</li> <li>- Loma certificate 280, 290</li> <li>- More than 2 year experience working in Distribution Administration</li> </ul>
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