

JOB POSTING TEMPLATE

Date: March 2023

Function: Bancassurance

Job title: Manager, Bancassurance
Recruitment and Engagement

Manager title: Associate Director, Bancassurance
Operations & Support

Job purpose

The job holder is responsible for:

- Implementing and ensuring quality recruitment of Banca sales force, including managing mass recruitment projects
- Proposing and executing engagement programs for sales force to reinforce the strong bonds amongst them as well as to maintain their loyalty
- Overseeing the code & licensing tasks

Major accountabilities

- Collaborate with Account Heads or Bank Partners to identify the hiring needs to build and implement the annual recruitment plan/ recruitment initiatives/programs
- Evaluate key metrics to measure recruitment quality and effectiveness;
- Manage recruitment agencies, recruiting website, job databases, social media, on-site recruiting, referrals and other sourcing methods;
- Develop engagement programs and execute activities for sale force to maintain their loyalty;
- Guide, support team members to implement daily tasks effectively
- Oversee the code & licensing tasks to assure the recruitment processes comply with laws and rules, as well as to monitor the sales force movement.

Specialized knowledge

- Experience of recruitment and or engagement activities in Insurance/Finance/Bank areas
- Having a recruitment network and/or relationship with recruitment agencies
- Effective communication
- Servicing mindset and strong collaboration
- English is preferred

Problem solving

- Problem solving skill, able to give quick decision relating to ad-hoc situations.
- Ability to work under pressure and meet deadlines while working with ambiguity.

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Education and experience

- University graduate, prioritize economics/finance/banking
- 5-year Insurance/Banking experience of working independently in high pressure and team working spirit
- Experience in HR recruitment

Communication scope

- Motivated and ambitious
- Flexible and adaptable to change
- Innovative and willing to challenge status
- Self-starter
- Excellent communication skills with internal and external stakeholders
- Personable and able to manage stakeholders to achieve desired outcomes

Management scope

Total number of direct reports: 3

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