

JOB POSTING TEMPLATE

Date:	2021	Function:	Bancassurance
Job title:	Senior Supervisor, Bancassurance Administration and Support	Manager title:	Manager, Bancassurance Recruitment and Support

Job purpose

Job holder is responsible to execute processes of Training support, licensing and onboarding process, Bancassurance Sales Activities Supports for Sales Force in order to ensure the effectiveness of Bancassurance Partnership

Major accountabilities

<p>Execute activities in order to support for training and licensing process:</p> <ul style="list-style-type: none"> ▪ Coordinate with the PIC of partner to register list of trainees for training courses, receive candidate's documents, review information and check documents to ensure qualified trainees to attend the training courses. ▪ Coordinate with other departments (AS; AT; IT; CI) for data of licensing details as each class or each time frame 	30%
<p>Execute IOIS information/structure management</p> <ul style="list-style-type: none"> ▪ Co-ordinate with other functions on sales force management: Record Sales Force Information in the system and file hard copy ▪ Create new record for each IOIS/AD/TD entry and agency contract, agency structure in AgIS system Maintain system progress/ update for each IOIS and leader ▪ Manage and maintain all agency administrative works: update agency information; promotion; demotion; termination; change working branch/ office; change agency structure ▪ Execution of agency maintenance contract ▪ Provide real time agency information for usage of agency support; agency sales ▪ Maintain and storage agency personal information for further usage and verification 	30%
<p>Execute supports for sales activities:</p> <ul style="list-style-type: none"> ▪ Collaborate with sales team to support sales activities, workshops, seminars, ▪ Co-work with other functions to assure providing good service/support: Provide equipment, sales support materials, gift and others to sales force 	30%
<p>Execute other admin activities of Bancassurance team</p>	10%

Specialized knowledge

- Insurance/Finance/Banking knowledge/experience
- Computer skill
- English is preferable , effective communication
- Servicing mindset and strong collaboration

Education and experience

- University graduate, prioritize economics/finance/banking
- 3-year Insurance/Banking Experience of working independently in high pressure and team working spirit
- Experience in administration and/or client service and/or system and project implementation

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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