

## JOB POSTING TEMPLATE

**Date:** 20<sup>th</sup> December 2021  
**Job title:** Senior Supervisor, Bancassurance Planning, Operations and Support

**Function:** Bancassurance  
**Manager title:** Manager, Contest and Sales Support TPB Bancassurance

### Job purpose

Job holder is responsible to execute administration, support and manage events for Bancassurance in order to ensure delivering of a professional, high quality and efficient administration service for SLV, TPB channel.

### Major accountabilities

Planning, scheduling and promoting Bancassurance event, including meetings, conferences, interviews, orientations. Make and ensure the delivery time of gifts/voucher/tea-break for business activities (Workshops, Group Seminar/Minishow, Recognition and Marketing events) in accordance with SLAs.	40%
Monitoring, periodically evaluating the results of event programs, social network to promote business of Bancassurance in TPB and proposing solutions and plans to improve efficiency and achieve high results in accordance with SLAs.	30%
Collaborate with other Bancassurance functions to identify the need, determine cost all support services, including procurement and administrative services.	20%
Other tasks as assigned by line manager	10%

### Specialized knowledge

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

### Problem solving

Clearly understand Division's vision to provide specific recommendation and solution to achieve sales support targets. Solid problem solving therefore required.

### Education and experience

- University graduate, preferred Marketing and/or Business;
- 3 year working experience, preferred Insurance/Banking industry, and/or event/marketing industry and/or management Information system;
- 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

### Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): **0**