

JOB POSTING TEMPLATE

Date:	2022	Function:	Bancassurance
Job title:	Specialist, Bancassurance Admin and Sales Support	Manager title:	Manager, Contest and Sales Support Bancassurance

Job purpose

Job holder is responsible to support sales activities and administrations in order to ensure the effectiveness of Bancassurance Partnership.

Major accountabilities

Execute supports for daily sales activities: <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%
Execute support for procurement process <ul style="list-style-type: none"> Work with vendor and other function to complete tasks of procurement process such as: bidding, vendor selection, due diligent, contact, payment,.. Distribute and manage gifts, materials and others that are to support for sales activities 	30%
Execute support for AD and IS <ul style="list-style-type: none"> Provide and control tools for AD, IS such as laptop, Ipad, POS machines and others in compliance with SLV's policy 	30%
<ul style="list-style-type: none"> Execute other admin activities of Bancassurance team 	10%

Specialized knowledge

- Computer skills
- Effective communication
- Servicing mindset and strong collaboration
- English is preferable

Education and experience

- University graduate, prioritize economics/finance/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

Communication scope

- Motivated and ambitious
- Flexible and adaptable to change
- Excellent communication skills with internal and external stakeholders
- Personable and able to manage stakeholders to achieve desired outcomes