

JOB POSTING TEMPLATE

Date:	2021	Function:	Bancassurance
Job title:	Specialist, Bancassurance Sales Support	Manager title:	Account Head - ACB

Job purpose

Job holder is responsible to support the achievement of partnership joint business plans through proper coordination with internal stakeholders and external partners

Major accountabilities

<ul style="list-style-type: none"> Execute activities in order to support for recruitment process of sales force: <ul style="list-style-type: none"> ▪ Receive candidate's documents, arrange the interview, consolidate the interview assessment, background check and seek the approval of authorized person, on-board procedure. Co-work with other functions to assure providing good service/support: <ul style="list-style-type: none"> ▪ Provide equipment, sales support materials, gift and others to sales force internal. ▪ Provide operational support, executing on various back-end and sales support functions. 	20%
<ul style="list-style-type: none"> ▪ Make, cascade and send to internal and external stakeholders various management reports and activity management metrics, including (examples): ▪ Weekly manpower IOIS updates for ACB countrywide. ▪ Weekly report Referral Tracking/ Sales Activities for ACB countrywide. ▪ Admin task (work with partners, vendors and internal stakeholders to order and support sales activities). 	20%
<ul style="list-style-type: none"> ▪ Prepare AH/TD/RD/AD business trip (booking ticket/hotel,...) ▪ Consolidate File word/excel from sales team ▪ Consolidate Sales number activities daily and monthly from sales team. ▪ Monthly management dashboard/slide for sales force presentation. ▪ Join meeting and do meeting minutes for sales activities. 	30%
<ul style="list-style-type: none"> ▪ Liaise with various back-end and sales support departments in our internal and external partners to assist in achieving the bank partnership business goals. ▪ Coordination with operations/compliance/other internal teams on general operational requirements. Monitoring and submission of various operational requirements needed by local and regional partners/offices. 	20%
<ul style="list-style-type: none"> ▪ Go business trip with AH/TD/RD/AD to set up events/roadshow/workshop/Mini show/Recognition for Sales Force. 	10%

Specialized knowledge

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

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Education and experience

- University/ College graduate, prioritize economics/finance/banking
- 1-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

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