

BẢN MIÊU TẢ CÔNG VIỆC

JOB DESCRIPTION (JD)

Date:	<u>July 2020</u>	Manager name:	<u>Dang Duc Huy</u>
Job title:	<u>Specialist, New Partnership Distribution</u>	Manager title and GCF level:	<u>Head of New Partnership Distribution</u>
Job level:	<u>4.1</u>	Function/ Department:	<u>Distribution</u>

Job purpose

Please provide a summary of the purpose and objective of the job

The role is responsible for supporting, implementing the daily business and related tactical actions for the New Partnership Distribution Division. Execute the channel specific Business Plans and ensure the realization of quantitative and qualitative targets of New Partnership Distribution will significantly contribute to the success of Distributions in Sun Life Vietnam.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100

1. Supporting New Distribution Channel in looking for off-line sales partners; preparing work process, operating models and other documents required for partnership implementation;
2. Client Management Services including maintaining services standard to partners and their clients including frequent communications with them to hear feedback, inquiries or issues to come up with appropriate solutions.
3. Supporting in collecting information and creating reports for the Channel according to guidance from leader.
4. Supporting Channel Head to work collaboratively with internal divisions (Operation, Accounting, Actuarial & Product, Legal & Compliance...) to response to daily requests from partners to ensure providing committed services to partners.
5. Others task requested by line manager including preparing reports, performance tracking/review, sale templates, etc.

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job

- University degree
- Excellent at Microsoft Office (Word, Excel, Power Point)
- Able to use English (particular in reading and writing) and Vietnamese
- Time Management skill
- Managing your multi-tasking effectively
- Good communication/ presentation/ negotiation skills
- Customer Services
- Professional style, responsibility at work
- Analytical thinking
- Effective problem-solving skill

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

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Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, and registrations, if applicable.

- BA degree with 1 - 3 years of experience in life insurance or banking sector.
- Insurance based qualification such as LOMA, CFP is an added advantage.
- Partnership development / sales management is preferred.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

Management scope

Total number of direct reports: 0

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

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):

Prepared by:	Dang Duc Huy	Date:	July 2020
Approved by:	Nguyen Huu Luan	Date:	
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Handled by:		Date:	
JAR #:			