

JOB POSTING TEMPLATE

Date: <u>2020</u>	Function: <u>Distribution</u>
Job title: <u>Senior Trainer</u>	Manager title: <u>Associate Director, Distribution Training & Development</u>

Job purpose

- Aiming to help clients achieve individuals and families financial targets through the most advanced financial solutions & services. Sun Life Vietnam Insurance Ltd. target is to focus on customer service orientation and develop sustainably in Vietnam.
- To achieve leading business development orientation as on the recruitment, training and develop consulting professional & passionate workforce is about the most critical task of the Distribution Division. As part of the Division, Trainer will be fully responsible for conducting all training programs assigned by Head of DTD.

Major accountabilities

<ul style="list-style-type: none"> ▪ Assist Head of DTD to hit all the annual KPI's set for Distribution 	
<p>Strategic Planning and execution:</p> <ul style="list-style-type: none"> ▪ Work with Head of DTD to prepare annual strategies and carry them out nationwide ▪ Prepare weekly, monthly, quarterly and annual training plan & report nationwide ▪ Follow up by monitoring progress and results and taking appropriate counter measures ▪ Fosters effective teamwork 	
<p>Sales supervision and management:</p> <ul style="list-style-type: none"> ▪ Supervise training activities nationwide via planning and tracking report systems. ▪ Follow up and take appropriate corrective actions when things go wrong. ▪ Give comments and propose solutions to Head of DTD for any business settlements. ▪ Make sure all the training activities nationwide happen both effectively and efficiently 	
<p>Relationships and communications:</p> <ul style="list-style-type: none"> ▪ Build effective relationships both within internal and external departments ▪ Seek input from and maintain effective ongoing communication with others ▪ Coordinate with DA to make sure providing agent's code for new agents in time ▪ Manage conflict to ensure least disruption to organization 	

Specialized knowledge

- Good presentation, communication, and interpersonal skills
- Good English in advantage (Writing & Speaking)
- Familiar with PC literate, Excel, Word and Power Point
- Has a strong personal network
- Training management and motivation skills
- Strategic planning and organizing skills
- People management skill
- Relationship building skill
- Insurance industry and financial knowledge
- Sales management and marketing principles
- Good knowledge on business sector in Vietnam

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Problem solving

- Strong problem solving skill is required

Education and experience

- University degree, preferably in Education, Business Administration, Insurance
- Specific certificate in the business sector: LOMA, etc
- Successful life insurance selling and/or sales management with minimum 4 years of experience
- Transferrable skills are most preferred

Communication scope

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):