



Job Description

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Job Title Insurance Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Insurance
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Insurance: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As an Insurance Officer, you will be responsible to meet with clients to identify their insurance needs, offer tailored solutions, and educate them on various insurance plans. You will foster lasting relationships with existing customers, accurately produce policy renewals, and maintain good relationships with insurance companies.

Responsibilities

- Meet with Clients, Identify their needs and offer different Insurance option and Coverage
- Educate prospective client about the importance of different Insurance plan and foster lasting relationship with existing customer
- Accurately produce Customer policy renewal using tailored required by Insurer
- Maintain good relationship with insurance Company
- Manage, direct and monitor insurance activities and the overall performance of the team to increase efficiency and maximize performance
- Developing marketing strategies
- Implementing effective marketing strategies to sell new Insurance Contracts or modify existing one
- Acquire new client, build strong relationship and contribute to the growth of the business
- General administration of all insurance provisions including claims
- Adhere to all organization policies and procedures
- Effective liaison, support and assistance with the whole of the organization
- Any other duties assigned

Education & Qualifications

Bachelor's degree in Business, Finance, Insurance, or related field) is preferred.

Requirements

- 2 years of experience in insurance sales, or a related field
- Relevant insurance licenses and certifications is an added advantage

Characteristics

- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills

- Ability to work independently and as part of a team
- Proficiency in insurance software and policy administration
- Strong organizational and time management skills

Driving Licence

Not Required

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