



Job Ref. No: JHIL120

Position: Bid & Sales Officer

Contract Duration: One Year

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi, and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for a Bid & Sales Officer within **Jubilee Health Insurance Limited**. The position holder will report to the **Business Development Manager, Corporate Business** and will be based at our Head Office in Nairobi.

Role Purpose

The Bid & Sales Officer is responsible for managing the tender process, from identifying opportunities to submitting competitive proposals.

Main Responsibilities

1. Coordinate the preparation and submission of bids, tenders, and proposals in response to client requirements.
2. Requesting correct bid bond & performance security amounts from the bank
3. Returning bonds for cancellation in cases where tender was unsuccessful.
4. Sending of Authorization Letters, Forwarding Letters and Broker's statutory requirements
5. Delivery of direct client tenders, handling of customer calls, walk in clients enquires, follow-up on bid & performance bonds/ securities.
6. Tender Business Reporting - Participating in tender opening and advising sales team on outcomes and areas of improvements and updating of the Tender Log Outcome
7. Prepare and maintain tender reports and a tender log tracker.
8. Put in place mechanisms to build and sustain good relations with clients and intermediaries.
9. Support the business development and retention teams in executing sales strategies to achieve revenue targets.
10. Collaborate with internal stakeholders, including underwriters, actuaries, and legal teams, to ensure bid submissions meet regulatory and company standards.
11. Respond to all incoming calls, letters, emails from clients/brokers within set TAT's and attend to walk in clients promptly and professionally. Ensure all issues complaints are promptly and pro-actively resolved.

Key Skills and Competencies

1. Strong analytical and research skills.
2. Excellent written and verbal communication skills.
3. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
4. Ability to manage multiple tasks and meet tight deadlines.
5. Strong attention to detail and organizational skills.

Qualifications

Bachelor's degree in business administration, or a related field.

Relevant Experience

Minimum one years' experience in a similar role.

**If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 2nd July
2024**

Only shortlisted candidates will be contacted.