



Job Ref. No. **AGJLICU/AG/03/24-17**

Position: **Sales Agent - Agency**

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 **Sales Agent - Agency** in Jubilee Life Company of Uganda. The position holder will report to the **Unit Manager** and will be based at an Agent office.

Role Purpose

The role holder will be responsible for generating Business leads and converting them into business.

Main Responsibilities

1. **Business Development:** Converting prospects into customers and offering alternative products to clients every month.
2. **Insurance Business:**
 - a. Provide customers with requisite proof of professional agent qualifications and current standing.
 - b. Supply insurance professional services that meet the expectations.
 - c. Provide prompt remittance of received premium to JLICU.
 - d. Endeavour to know their client (KYC) i.e. shall undertake a thorough client needs assessment before making recommendations to the company as per prevailing anti-money laundering laws.
 - e. Promptly inform a client of alterations to the coverage, such as changes in policy conditions or premium amounts, or any matter or fact that may materially affect the policy or prejudice the client's interests.
 - f. Sell products and services in a simple manner that does not deceive or mislead the public.
 - g. Sign a written agreement with the company outlining the terms of the agency relationship as per regulatory specifications.
 - h. Maintain an accurate account of all financial transactions involving policyholders.
 - i. Respond promptly, accurately, and completely to any requests for information from the Regulator.

Key Deliverables:

- 1) New customer management/ Ensuring new customers are onboarded with accurate knowledge of the products.
- 2) Weekly reporting on business activities and pipelines.
- 3) Weekly attendance of team meeting and agency townhall.
- 4) Growth in Individual Life Business: Contribute to the growth of Individual Life business by identifying opportunities for cross-selling and generating referrals.

- 5) Ensure customer inquiries and complaints are promptly and effectively resolved within the required timelines.

Key Competencies

1. Relationship Building: Excellent interpersonal and relationship-building skills to establish trust, rapport, and credibility with customers.
2. Customer Focus: Dedication to understanding and meeting customer needs.
3. Communication: Strong verbal and written communication skills.

Qualifications

1. Diploma in any field of study.
2. Bachelor's degree in insurance, Finance, Business, Marketing or any other related field.
3. Diploma in Insurance.

Relevant Experience

1. At least 6 months' experience in sales.

If you are qualified and seeking an exciting new challenge, please apply via opportunities@Jubileeuganda.com

Only shortlisted candidates will be contacted.