



CAREER OPPORTUNITY

Job Title:	Client Service Executive	Job Type:	Full Time
Department:	Insurance	Ref No.	FIB-05-2017
Experience:	Minimum 1 year	Location:	Nairobi, Kenya

Fusion Insurance Brokers Limited is a licensed insurance broker operating under the IRA regulations and with a wide array of products and services from all major insurance companies in Kenya.

An exciting opportunity has arisen for a competent, highly motivated business executive to fill the position of **Client Service Executive**.

Purpose of the Job

Reporting to the Business Development Officer, this is a position responsible for providing support of the brokerage company which is fully owned by Fusion Capital Limited.

Duties and Responsibilities:

- Explain features, pros and cons of various policies to promote sale of insurance plans.
- Managing assigned client accounts, cross-selling and up-selling.
- Calculate premiums and advice clients on insurance products, renewals, policy document collections and other correspondence.
- Confer with clients to obtain and provide information about claims and follow-up on settlement of the same.
- Perform administrative tasks such as maintaining records and handling policy renewals.
- Seek new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Enhances the company's reputation by accepting ownership for accomplishing new and different requests.
- Exploring opportunities to add value to job accomplishments.

Qualifications, Experience and Knowledge

- Completed or pursuing a Degree in Commerce - Finance/ Banking/ Insurance option.
- Completed or pursuing a professional course in insurance (CCI/IJK).
- Minimum 1 year experience in the insurance industry with extensive marketing knowledge.
- Knowledge of the Insurance products and services as well as IRA regulations.
- Ability to prioritise, be flexible and work effectively with minimum supervision.
- Excellent oral and written communication, interpersonal and reporting skills.
- Strong computer use literacy.

How to Apply:

Interested candidates are requested to forward their updated Curriculum Vitae and cover letter to careers@fusiongroupafrica.com by **Thursday, 18th May 2017** stating their current and expected remuneration, daytime telephone contacts and addresses of three referees.

Only shortlisted candidates will be contacted.