



SONARWA LIFE - JOBS ADVERTISEMENT

SONARWA Life Assurance Company Limited (SONARWA LIFE) is a public limited liability company registered under the laws of Rwanda and licensed by the National Bank of Rwanda to transact the business of life assurance & pension management. The company is looking for competent & experienced people to take on different roles for promoting **Retail Business** in the company.

1. **Territorial Sales Officer/Southern Province.**
2. **Territorial Sales Officer/Northern Province.**
3. **Territorial Sales Officer/Western Province.**
4. **Territorial Sales Officer/Eastern Province.**

Purpose of the Job:

The purpose of the job is to promote retail sales of SONARWA Life products by acquiring and clients and providing more options to existing clients for continued business growth in their respective areas of operation.

Key Responsibilities.

- Achieving 100% sales targets assigned.
- Achieving 100% of customer retention targets.
- Achieving 100% customer satisfaction targets.
- Observe the turnaround time in delivering quality customer service.
- Timely attending to customer complaints
- Organizing preliminary data and submitting the accepted business to underwriting unit through the supervisor.
- Providing regular reports to the supervisor on matters regarding targets achieved, complaints handled, accepted business, and litigious proposals.
- Identify prospective retail clients through market research, analysis, and networking to ensure the achievement of set targets.
- Develop dynamic working relationships with retail customers to identify opportunities for cross selling, areas of growth and new business acquisition.
- Develop and maintain customer relationships through prompt resolution of issues and occasional customer visits.
- Performing other administrative tasks as may be assigned by the supervisor.

Minimum Requirements:

- Bachelor's degree in insurance, Commerce, Business Administration, Business Management, or any other relevant field.
- A minimum of two (2) years of working experience related to retail sales in life insurance business.
- Excellent communication and presentation skills.
- Problem solving skills.
- Excellent interpersonal skills.
- Good negotiation skills.
- Good analytical skills.
- Computer literate in MS Office and other office applications.
- Understanding of the working environment /competitors.
- Technical competence in insurance.
- Basic knowledge of regulations.

If you believe you fulfill all the requirements, please submit your application letter, latest CV, including three (3) referees, copies of degrees & certificates, & copy of ID, not later than 22nd February 2024 to the following email address: recruitment@sonarwalife.co.rw

Only shortlisted candidates will be contacted for further recruitment steps.

Done at Kigali on 19/02/2024.