



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 in the company.

1. Senior Sales Support Officer.

Purpose of the Job:

The purpose of the job is to promote the sales of SONARWA Life products and support the sales team in acquiring and seeking new clients and providing more options to existing clients for continued business growth.

Key Responsibilities.

- Supporting Agents in meeting their sales targets through providing all logistical resources.
- Achieving 100% sales targets assigned.
- Receiving and checking the agent's' reports from the field.
- Correcting litigious proposals found and managing remaining litigious proposals as giving them back to sales team for correction.
- Organizing preliminary data and submitting the accepted business to underwriting unit.
- Following up the capturing of all business submitted to underwriting.
- Preparing the salary deduction or bank standing orders before sending them to respective Institutions/Banks.
- Correcting litigious from standing orders/salary deduction orders and managing the remaining ones.
- Receiving and following up all agents' complaints submitted in different departments.
- Ensuring that the accepted cases are incepted to the maximum (posting).
- Organizing missions' documents for company's drivers going out in the fields with sales agents.
- Managing hired cars 'contracts and company's cars.
- Preparing and following up the payment of agents' transport (fuel).
- Preparing and following up of the payment of hired cars invoice.
- Making a report for draw back of the transport paid from agents who didn't reach the target.
- Receiving agents' different required documents for operating license.
- Managing renewals of sales agents' licenses.
- Creating and providing code to new sales agents after checking that all requirements are fulfilled.
- Prepare the contracts of sales for agents (renewal and new ones).
- Ever ready to assist the sales team on field activities (providing quotations).
- Performing other administrative tasks as may be assigned by the supervisor.
- Providing regular reports of the department on matters regarding complaints handled, accepted business, litigious proposals, invoices paid, recruited agents, etc.
- Providing every month, the list of complaints from agents.
- Ensure that the quarterly list of compliant from agents have been submitted to the regulator (existing and new complaints).
- Work with IT for quarterly publication of the list of sales agents (to comply with the regulation).

Minimum Requirements:

- Bachelor's degree in insurance, Commerce, Business Administration, Business Management, or any other relevant field.
- A minimum of three (3) 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.
- Report writing skills.

2. Sales Support Officer.

Purpose of the Job:

The purpose of the job is to support the team of Retail Business of SONARWA LIFE to boost sales of its products.

Key Responsibilities of the Job:

- Organize & ensure timely premiums deduction from public and private institutions.
- Provide premiums deduction reports on time.
- Collaborate with Human resource staff from various organizations to ensure the approval of premiums deduction requests is done on time.
- Respond to customers' queries related to their premiums and policy statements.
- Contact assigned customers having arrears for regularization.
- Participate in sales operations.
- Perform any other duty as may be assigned by the supervisor or management.

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 8th 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 02/02/2024.