Job Profile for Relationship Management Officer, Financial Institution Partners

Manage effective sale opportunities for insurance policies via collaborations with Financial Institutions.

Role Qualification:

- **Academic/Professional:** BSc. degree in Business Administration, Marketing or relevant field in addition to a professional qualification.

  Work experience: 2 years' experience in B2B environments with preference for customer success, account management, sales or underwriting background.

Key Responsibilities:

- Manage the relationship with designated existing partners and maximizing cross sell opportunities with them.
- Coordinate and maintain the relationship with relationship managers from partner banks.
- Close-monitoring of designated existing portfolios to ensure growth on top line and profitability whilst keeping expenses at the minimum.
- Effectively contribute to the team achieving its financial KPIs and annual budget as will be contained in the annual target letter.
- Be swift to address failing channels and advise necessary actions for such partners. Successful partners must also be swiftly identified and properly managed.
- Identification of new viable partnerships and subsequent sign-up to long-term partnerships.
- Be willing and able to collaborate with sales teams under the retail division to close out on partnerships.
- Monitor and supervise the flow of transactions from all our business channels notwithstanding those assigned to or signed up by you.
- Ensure that turnaround time and due processes are diligently observed from both ends.
- Conduct regular visits to partner institutions to establish service levels are monitored effectively and to enhance relationships.
- Preparation of reports as may be required from time to time.
- Keeping of daily records of production using daily production register.
- Follow up on all renewals as at when due.
- Preparation of SLAs/PRRs for all existing partners at renewal.
- Promote teamwork and collaboration across the team/group/division and Company as a whole.
- Any other assignments as may be assigned by the Unit or Group Heads.

Required Competencies

In addition the team lead must have:

- Ability to learn fast and work under pressure
- Ability to build rapport
- Knowledge of underwriting of both Life and Non-Life business.
- High level of integrity and work ethic.

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g "**Relationship Management Officer, FI Partners**"