



KENINDIA

ASSURANCE COMPANY LIMITED
General Business | Life & Pensions | Health



The business seeks to fill the following vacancy:

Business Development Executive

Reporting to Head of Group Life

JOB PURPOSE

Responsible for planning and executing sales & marketing activities through the preparation of tenders, quotations and sharing of market knowledge in order to attain new business targets as well as achieve high business retention by attending client service meetings to wow the customers and obtain adequate referrals while maintaining desirable profit margins.

PRINCIPAL ACCOUNTABILITIES

- Implementing departmental processes and procedures in line with the overall business objective
- Marketing of products to intermediaries and direct clients to achieve the set premium targets with desirable profits
- Make use of claims ratio analysis to accurately prepare and timely dispatch of quotations and tenders
- Preparing marketing reports and submitting on time for decision making.
- Plan and execute customer visits and client service meetings in order to obtain referrals
- Ensure timely and correct issuance of policy documents while observing the set guidelines
- Sharing on client feedback and market behavior for continuous improvements
- Preparation and execution of product presentation and documentation that meets the client needs
- Ensuring of superior customer services to clients by providing required service delivery
- Working towards continuous improvement of the systems and processes in use and report to management any anomaly
- Championing of teamwork and good interpersonal relations in order to achieve motivation and highest levels of performance
- Providing timely accurate and correct information, records and data
- Proper document handling through identification, analysis and filing.
- Ensure there is proper and objective communication to both internal and external clients in order to achieve superior customer satisfaction
- Assist in the following tasks
 - a) Claims handling and filing
 - b) Making follow up on payments for premium due with regard to both new and renewed business
 - c) Sourcing and preparing reinsurance treaty documents and follow up on surplus or deficit payments
- Perform tasks in accordance with the existing regulatory and policy guidelines
- Participate in training, talent and career development to sharpen for high performance
- Implementing departmental change initiatives to achieve desired business objectives

Your Stability, Our Priority



We are now ISO 9001 Certified

KNOWLEDGE AND EXPERIENCE

Qualifications:

- Bachelor's degree in Insurance or Business related field
- Diploma in AIK/ACII/FLMI
- Sales and Marketing is an added advantage

Experience:

- At least 3 years of relevant experience

Knowledge & Skills

- Insurance products knowledge
- Selling skills
- Customer servicing
- Self- initiative skills
- Presentation skills
- Analytical skills
- Networking skills
- Problem solving skills

SKILLS AND COMPETENCIES

Competency

- Strong negotiation Skills
- Good Interpersonal skills
- Communication skills
- Excellent writing skills

Submit your application by logging in to <https://kenindiahr.peopleshr.com/jobportal>
no later than **04th September 2026** at **5:00 p.m.**

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