

Job Title:	Senior Account Executive
Job Summary	
<p>The Senior Account Executive will be responsible for engagement and retention of a portfolio of accounts. Managing key processes that serve Clients and undertaking the client interfacing and internal activities related to these processes. Providing all aspects of broking services to Clients/prospective Clients, inter-alia risk management, insurance placement, claims and client training. Contributes to the growth of the Department and Company by soliciting new business to build the portfolio. Renewing existing business to maintain prescribed persistency targets and responsible for customer service excellence and promoting the organization.</p>	
Education:	
<p>Bachelor's in Business Administration LOMA certification Chartered Insurance Institute: CII, Dip CII or ACII; or equivalent Insurance and Risk Management qualification State Licensing from the Trinidad and Tobago Insurance Institute Association of Risk Management (ARM) will be an asset Sales Representative License with Central Bank of Trinidad & Tobago</p>	
Experience:	
<p>Minimum of 5 - 8 years' experience in the Insurance industry, including a key focus on broking experience, with Small, Medium and Large Corporate Accounts as well as Individual Policies. At least 3 years' experience in supervisory/management positions</p>	
Required Skills/Abilities:	
<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills. 2. Excellent interpersonal and customer service skills. 3. Excellent sales and customer service skills. 4. Excellent organizational skills and attention to detail. 5. Excellent time management skills with a proven ability to meet deadlines. 6. Strong analytical and problem-solving skills. 	

7. Strong supervisory and leadership skills.
8. Ability to prioritize tasks and to delegate them when appropriate.
9. Ability to function well in a high-paced and at times stressful environment.
10. Proficient with Microsoft Office Suite or related software.
11. Strong Understanding of insurance principles.
12. Maintain a high degree of confidentiality.
13. Works well in a team.
14. Follow instructions clearly.

General Roles and Responsibilities:

1. In conjunction with the Manager, recruits, interviews, hires, and trains new staff.
2. Oversees in conjunction with the Manager the daily workflow of the department.
3. Provides constructive and timely performance evaluations.
4. In conjunction with the Manager, handles discipline and termination of employees in accordance with company policy.

Leadership / Supervisory Responsibilities:

1. In conjunction with the Manager, lead and direct the activities of the specific department assigned.
2. Deploy the company strategy as it applies to the department.
3. Execute the short-term and long-term objectives of the company.
4. Provide advice and guidance as necessary both from a technical and professional perspective to junior Employees.
5. In conjunction with the Manager, contribute to the preparation of board reports for corporate governance purposes as necessary.

Specific Roles and Responsibilities:

1. Administer assigned Insurance Portfolios of Corporate and Individual Clients including all renewals, new policies and other risk management needs.
2. Negotiate favourable policy terms and conditions with insurers and placement of coverage.
3. Prepare New Business and Renewal Proposals.
4. Provide high-end level of service to all clients.
5. Solicit new business - referrals/quotations.

6. Provide individual health quotations and assist Clients with the application process.
 - a. Provide quotations for travel insurance, when requested. Ensure Clients receive their travel card and policy terms and conditions.
 - b. Meet with prospective Clients and assist in the enrolment process.
 - c. Acquire quotes from insurers.
 - d. Contributes to proposals and tenders.
7. Provide feedback to Commercial Clients on their Plan's performance via Annual, Semi-annual or Quarterly Reports (or as required by the Client).
8. Monitor and review Clients' insurance programs to identify any changes in risk levels.
9. Collect information from Clients to assess their insurance needs and provide coverage options.
10. Maintain proper physical and virtual files.
11. Foster good working relationships with the GENESIS Team.
12. Work closely in conjunction with the Client Relations Specialist, Snr Account Executive, and the Benefits Team to provide and maintain required service levels to existing and new Clients.
13. Assist Chief Executive Officer, Client Relations Specialist, Snr Account Executive and Manager to develop new and improved ways of handling Group Plans.
14. Accessibility to Clients even after working hours.
15. Collate and analyse data within the organization.
16. Perform any other related duties as assigned (by Manager).

Physical Requirements:

Prolonged periods of sitting and working in front of a computer.

Ability to lift at least 5 pounds.

To apply for this position, please email your resume to talent@genesistt.com