

EXCELLENT CAREER OPPORTUNITY

NSSF SACCO is seeking to recruit highly talented professional to contribute positively to its business growth. To qualify for these positions, the interested candidates must have a proven track record of performance; possess excellent interpersonal and communication skills, negotiation skills, computer literacy and the ability to deliver under pressure.

INSURANCE OFFICER - 3 YEARS CONTRACT - RENEWABLE (RE-ADVERTISEMENT)

Position Scope

Reporting to the Marketing Officer, the successful candidate will be responsible for marketing and selling insurance products to SACCO members, ensuring compliance with regulatory requirements, conducting risk assessments, and providing excellent customer service to maximize insurance penetration within the Sacco membership base.

Key Roles & Responsibilities

- Representing the business and its products and services, and carrying out sales activities on behalf of the SACCO.
- Champion Insurance products training to sensitize customers on insurance products.
- Execution of day-to-day Insurance operations which entails timely quotations, new customer acquisition and timely registration as well as follow-up on renewals.
- Participate in insurance sales activation programs and member education
- Meet sales targets on a monthly basis
- Participate in the recruitment of new members to the SACCO
- Follow up with existing customers and making sure they are updated on new products
- Pass information to the customers on any new policy or products in the market;
- Daily follow up on customers from inception to the completion of the final payments
- Sending out renewal reminders to members in advance
- Maintaining a regular and accurate updated database of all prospective and closed business and submitting weekly and monthly report to supervisor
- Maintaining accurate records and reports on all Insurance transactions
- Attending to customer queries and complaints;
- Liaising with the various departments to ensure timely service delivery to the clients

- Providing timely and accurate quotations within the turnaround times
- Performing any other duty that may be assigned from time to time

Academic Qualifications, Experience & Competencies

- Bachelor's degree in insurance or business-related field
- A Diploma in insurance or business related field
- Certificate of Proficiency
- Minimum of three (3) years' experience in a similar set up.
- High integrity and ethical practice
- Excellent communication and presentation skills
- Problem solving skills
- Excellent interpersonal skills
- Excellent customer care skills
- Good negotiation skills
- Proactive Initiator
- Must have knowledge in use of MS office packages
- Must demonstrate ability to execute work assigned with minimum supervision
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask.

How to apply

For a full role profile, please visit our website www.nssfsacco.co.ke

Click on careers link <https://bit.ly/3QXbvs4> and apply online not later than **15th April 2025**.

Only short-listed candidates will be contacted.

Any form of canvassing will lead to automatic disqualification

NSSF SACCO is an equal opportunity employer