

JOB DESCRIPTION

POSITION: Head of Corporate (member of Senior Management Team)

JOB TITLE: Director / Executive Director

○ **ORGANISATION STRUCTURE**

Reports to: CEO

○ **JOB SCOPE**

Lead and Manage the Corporate division which comprises of teams of Client Relationship Managers and support staff, responsible for the delivery of Company's services to a portfolio of large national and international clients of the company.

○ **MAJOR RESPONSIBILITIES**

- Provide leadership, training and guidance to the team reporting under the function.
- Client retention as well as revenue growth through penetration (bigger share of wallet) and developing new business to deliver the division's annual budget.
- Building and maintaining a close business relationship with key clients at decision making / C-level
- Monitor and manage the new business pipeline ([Salesforce.com](https://www.salesforce.com)) and generally drive business growth through close cooperation with Sales & Marketing function.
- Drive and monitor Company performance through implementation of Company's Client Promise methodology
- Developing and maintaining general knowledge and experience in the clients' industry segments, understand market developments, anticipate changes and "speak the clients' language"
- Developing and maintaining general knowledge and experience of the (re)insurance market as a whole, recognize and explain trends, general carrier capabilities and competitiveness.
- Lead by example through teamwork with other product & specialty divisions as well as regional resources, broking centres and the company's network of offices
- Monthly "Revenue Engine" financial reporting for the Division in cooperation with the Financial Planning and Analysis function.
- Monitor and action receivables for the Division in accordance with internal processes.

○ **Qualifications, Experience and Competencies**

- Degree from a recognised university.
- Degree with ACII/AAll qualification or equivalent.
- Strong client management and leadership skills.
- Proven track record in managing teams and major projects or initiatives.
- Excellent communication, presentation and interpersonal skills.
- Comfortable interacting with clients/prospects and insurers at C-level.
- Thorough understanding of insurance and risk management issues.
- Minimum 10 years in the insurance industry or related experience is a pre-requisite.
- Excellent English language skills
- Pro-active, ambitious, enthusiastic and independent thinker
- Teamplayer

February 2012

1 | Page

Jobs Creation Services
180 Cecil Street #15-04
Bangkok Bank Building S(069546)
Tel: 62235782 / 62235982
Email: jobscs@singnet.com.sg