



AA INSURANCE BROKERS LTD.

A Subsidiary Company of The Automobile Association of Kenya (AA)

JOB VACANCIES

The Automobile Association of Kenya is a National Motoring Members Association with a long heritage that is dedicated to promoting and safeguarding the interests and safety of its Members while on the road.

With its international status (FIA), the growing membership and a host of partners, the AA of Kenya is scaling to new business heights. One of the Association's key mandates is to take care of the insurance needs of its members. This is done through one of its subsidiaries, the AA Insurance Brokers.

The Association wishes to recruit the following positions:

1. Principal Officer - AAIB

This position will provide strategic leadership to AA Insurance Brokers. Reporting to the Chief Executive Officer, the Principal Officer will run the subsidiary as an independent strategic business unit contributing to the overall objectives of the Association.

Key responsibilities

- Prepare and present monthly activity reports and ensure its effectiveness in meeting the overall Association's strategy.
- Establish and maintain strict adherence to set compliance timelines and implementation of guidelines.
- Implement all strategies and policies so as to achieve the Association's objectives.
- Ensure premium is collected and remitted to the various underwriters.
- Design and see the implementation of marketing strategies and prospects for new business to meet Association targets.
- Achieve set sales targets for the subsidiary.
- To oversee all the activities of the subsidiary and ensure safe keeping of Association's assets, equipment, and cash.
- Manage risk by ensuring company's governance and accountability policies are implemented.
- Supervise and monitor issuance of policy documents, certificates and renewal information to clients.
- Develop and oversee implementation of internal procedures and processes for efficient use of resources.
- Oversee business Growth Strategies through marketing integration to support growth and ensure business retention.



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- Institute debt reduction mechanisms to safeguard the business from future debt accumulation.
- Ensure brand Re-positioning and visibility.
- Manage day to day relationships with the Insurance Regulatory Authority (IRA).
- Handle relationship building and customer satisfaction to ensure customer retention.
- Balancing business mix portfolio for improved risk mitigation and profitability.
- Put together the company profile, identified and aligned for complete automation all key underwriting, financial and operational functions.
- Supervise, mentor, coach and develop direct reports.

Minimum job requirements

- University degree with a bias in business, marketing or insurance.
- Be a holder of full ACII qualifications.
- At least 5 years experience in a senior position in the insurance industry.
- In-depth knowledge and strong business networks.
- Excellent communication skills, high integrity, team leadership and result oriented.

2. Business Relationship Officer - AAIB

This position will nurture and grow AA Insurance Brokers business opportunities in existing key accounts and identify new sales opportunities to contribute towards the revenue growth of the entity.

Key responsibilities

- Analyze and profile client accounts based on performance, value and potential and generate periodic reports.
- Determine the crucial needs of key clients and ensure that they receive first-class customer care and service.
- Develop a strategy for managing key accounts and ensure its implementation.
- Conduct regular customer satisfaction surveys and make necessary improvements for key accounts.
- Develop pricing structures for key clients and take ownership of the credit ownership of the credit portfolio for the same.
- Resolve disputes and maintain client relationships to promote client retention.
- Conduct account reviews.
- Recommend areas for uptake of new products/services by AAK.
- Analyze and adapt new strategies to react to changing business trends.
- Conduct client visits based on target prospects and generate sales reports as per



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established targets.

- Supervise, mentor, coach and develop direct reports.
- Prepare and submit sales reports.

Minimum job requirements

- University degree with a bias in business, marketing or insurance.
- Certificate of Proficiency in insurance.
- At least 3 years' experience in Sales and Marketing in the insurance industry.
- In-depth knowledge and strong business networks.
- Excellent communication skills, high integrity, team leadership and result oriented.

Kindly visit our website www.aakenya.co.ke for more details on the position. To apply send your application letter with an updated CV to reach us by 31st August 2018, to directorgeneral@aakenya.co.ke