



CAREER OPPORTUNITY

Job Title:	Insurance Officer	Job Type:	Full Time
Department:	Insurance	Ref. No:	FC-04-2015
Experience:	Minimum 3 years	Location:	Nairobi, Kenya

Fusion Insurance Brokers Limited is a licensed insurance broker operating under the IRA regulations and with a wide array of products and services from all major insurance companies in Kenya.

An exciting opportunity has arisen for a competent, highly motivated business executive to fill the position of **Insurance Officer**.

Purpose of the Job

The IO will set the strategic risk management vision and is charged with delivering that strategy to the company, whilst providing technical support and enhance super service delivery. He/She will effect cost reduction measures through risk reduction and claims documentation with the internal and external customers. He/She will also promote the Fusion brand, generate revenue to enhance the market share of the company.

The successful candidate will:

- Be in charge of insuring of New Assets & Liabilities
- Ensure renewal of Insurance Policies and negotiation of Terms and Rates
- Manage quantification of Claims
- Attend to New Claims with Insurance Loss Adjusters
- Follow up with Insurers Loss Adjusters and Insurers on outstanding claims
- Preparing Weekly Engineering Reports
- Preparing Monthly General Claims Report
- Prepare Monthly Management Report
- Reconciliation of Insurance Premium account
- Represents the Department at Management Meetings
- Facilitation of payment of Advance Tax for Commercial Vehicles
- Facilitation of Inspection reports for Commercial Vehicles
- Ensure proper dissemination of product knowledge to the intermediaries/direct customers
- Advise customers/clients on claims procedures i.e. timely reporting and relevant documentation
- Keep up to date with events in the business and finance market-place to ensure the Company gets accurate and timely information for awareness and participation.
- Perform any other duties/tasks as may be assigned from time to time.

The successful candidate will have:

- Bachelor of Commerce in Insurance/Business related degree /FIKK
- At least 5years experience in the insurance sector with at least 2 years at a managerial level

- Professional certificate or diploma in ACII, AIK, qualifications
- Customer centred with good knowledge of Insurance environment.
- Strong marketing and analysis skills.
- Ability to prioritise, be flexible and work effectively with minimum supervision.
- Excellent oral and written communication, interpersonal and reporting skills.

How to Apply:

To be considered, you will be required to send:

- a) A **Personal Suitability Statement (PSS)** (not exceeding 1000 words). The PSS is your chance to introduce yourself to Fusion Capital and make the case for your suitability for the position. The statement needs to be written in a concise, brief and personal way highlighting what you consider most important for us to know about your educational background, experience and skills in light of the requirements for the position.
- b) Your current **Curriculum Vitae** clearly indicating your current and expected salary to careers@fusiongroupafrica.com with the reference number FC-04-2015 clearly indicated on the subject line.

Closing Date for Applications: 31st January 2016