

ELM MICROFINANCE
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MBEZI BEACH TANGIBOVU -DAR-ES-SALAAM.



MKOPO KWA WOTE

VACANCY ANNOUNCEMENT

Job Summary

Position: Insurance Officer
Working Station: Dar es Salaam
Company: ELM Microfinance

KEY RESPONSIBILITIES:

Insurance Officer will be responsible for the following roles.

- To receive and process applications for insurance covers.
- Ensure the policy requirements are fulfilled including the completion of the appropriate forms.
- Assist customers in properly completing insurance applications in order to act as an insurance intermediary between the company and an insurance company.
- Monitor insurance claims.
- Make sure all paperwork is filled out and filed to put insurance policies in place.
- Inspect property and taking picture in order to examine its overall condition and decide its insurance risk.
- To attend different trainings accordingly as it will be directed by Insurance principal companies, TIRA and other industry stakeholders.
- Advice and train customer accordingly to the insurance product that will satisfy his/her need.
- To make follow up on matured insurance covers so as to renew it.
- Sell and cross sell of ELM Microfinance products.
- Any other duties will be assigned by supervisor.

DESIRED QUALIFICATIONS:

- Minimum of Diploma in Business studies
- Minimal qualification in Insurance is must
- Computer literate
- Experience in Sales will be an added advantage

OTHER ATTRIBUTIES:

- Analytical skills
- Attention to details
- Customer relationship skills
- Sales skills
- Problem solving skills

MODE OF APPLICATION

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CV's) showing contact addresses including email, telephone numbers and copies of academic and professional certificates to elm.career@gmail.com

The deadline for this application is **1700Hrs. on Friday October 21st 2022.**
Only shortlisted applicants will be contacted for interview