



Account Executive
Minet Namibia Insurance Brokers (Pty) Ltd – Windhoek Branch

General description of Position

Servicing a portfolio of corporate/commercial clients, generating new business in accordance with pre-determined new business budgets and growing the existing book of business.

Key Responsibilities (but not limited to):

- Pursuing and acquiring New Business in accordance with a pre-determined New Business Budget and ensure retention of existing book of business
- Generating growth and new business from existing client accounts
- Develop an understanding of the client's business and forge relationships with their senior management
- Develop an understanding of the client's insurance requirements and ensure that these are met
- Provide professional and accurate advice pertaining to cover, exclusions, terms and conditions and ensuring clients are advised of any underwriting requirements in terms of their policies
- Prepare and conduct renewal presentations
- Liaising with Claims Team (especially on complex claims)
- Providing excellent service to all our clients
- Acquaintance and familiarization with the respective Insurer's product offerings
- Keep abreast of market trends within the insurance industry and be informed about competitors' products
- Build and maintain amicable and effective relationships within the entire insurance industry
- Control stream income and profitability
- Effective and continuous Credit Control (Accountability for premium collections)
- Maintain and comply with Internal Business Procedures and Minimum Operating Standards
- Attend meetings and prescribed insurance related courses
- Manage Support Staff
- Generate own correspondence and maintain up to date flow of documentation
- Compile and prepare monthly reports
- Adhere to the minimum Quality and Service Standards as laid down by the Division
- Continuous learning and professional development are essential

Educational Qualifications (compulsory):

- Grade 12 with 25 points
- COP (Certificate of Proficiency) **OR** Elements of Short-Term Insurance (minimum requirement)

- An insurance qualification (over and above COP or Elements of Short-Term Insurance) would be an advantage

Experience Requirements:

- Minimum of 5 years corporate/commercial broking experience, in a similar role, within the Short-Term Insurance Industry
- A good track record within the insurance industry

Skills/Competencies:

- Be professional, well groomed, and appropriately attired to create a good impression and be able to interact with people at all levels in society and form important business relations
- Can conduct meetings and do presentations
- Be able to plan effectively and utilise sound judgement when making decisions
- Be reliable, self-motivated, have composure when dealing with demanding clients and have unquestionable integrity
- Have a high work ethic and must have the ability to function effectively under pressure
- Have good working technical knowledge of Short-Term Insurance at Commercial level
- Be highly proficient in the full Microsoft Office Suite
- Can work independently, cope with high volumes of work and perform under pressure
- Have above average communication skills, both written and verbal (Afrikaans & English essential and it will be an advantage if you can understand/speak a third language e.g., Oshivambo / German, etc)
- Be a team player, can build good relationships, support and actively participate in and contribute to any team initiatives
- Have a professional approach, be reliable and take responsibility for problem solving
- Be self-assured, display energy and enthusiasm whilst focusing on achieving goals
- Have a basic understanding of the Financial Intelligence Act (FIA)

Special Requirements (compulsory):

- A valid code 08 driver's license, free of endorsements and own transport
- Must be willing to travel
- Have a sound financial background (ITC Report)
- Police Clearance Certificate

This is not a comprehensive list of requirements and may be changed at any given time.

This position will comply with Minet Namibia (Pty) Ltd's Affirmative Action Policy.

CLOSING DATE: 22 April 2025

Kindly submit your cv via e-mail to recruitment@minet.co.na

* Candidates not meeting the minimum requirements will not be considered
* Please take note that only shortlisted candidates will be contacted