



Job Title: Relationship Executive

Department: MUA Life (Business Development)

### Job Summary

To realise new business in terms of regular and single premiums for the company through business development actions and maintain relationship with portfolio

### Main Responsibilities

- Develop own portfolio of clients through prospecting
- Attain targets set by company, in terms of Regular & Single premium business
- Increase sales through Cross-selling and up-selling opportunities
- Identify and implement new areas of development, with greater visibility and networking
- Review of existing client portfolio to increase sales
- Deliver outstanding customer experience
- Assist in client queries and prospects requests in a timely manner
- Submit of fully compliant applications
- Follow-up of business and operational guidelines
- Attend weekly sales meetings, training and any other commercial events organized by company
- Deliver contracts to clients timely
- Prepare and submit Weekly Sales Activity
- Compile progress statistics on some specific prospecting projects
- Prepare and submit Cross-selling reports
- Maintain proper prospect lists
- Provide sales updates

## Job Requirements

- Degree in Marketing or Management or any Finance-related degree.
- At least 3 years of experience in a similar position.
- Good Knowledge of Anti-Money Laundering, Customer Due Diligence and Data Protection Law.
- Ability to explain finance to non-finance people.
- Highly motivated, proactive, and dynamic person.
- Good Communication skills, verbal and written.
- Well versed with MS office tools (Excel and PowerPoint).

**Interested candidates are requested to send their CV on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.