



Job Title: Sales Support Officer (Health Cluster)

Department: Business Development

Job Summary

To serve our partners by providing product and service information, analyzing and assessing risks for acceptance and submitting terms and conditions, resolving product and service issues for all general insurance products and services.

Main Responsibilities

- Maintain an excellent relationship with our partners by delivering an optimum service within the agreed time frame.
- Good knowledge of processing policies (Both corporate and individual policies)
- Attend to queries via emails, phone calls and sources coming in person within agreed timeframe.
- Provide technical assistance to team by vetting proposal forms and provide risk assessment input to prepare quote.
- Verify and approve quotes as per limits of authority.
- Review renewal terms on a monthly basis.
- Verify policy documents as per set mandates and ensure that policy documents are approved as per deadlines.
- Approve and sign cover notes and attestation letters.

Job Requirements

- HSC
- Knowledge of Underwriting Guidelines, Non-Motor Insurance Products.
- Good Communication skills, verbal and written
- Well versed with MS office tools (Excel and PowerPoint)
- Self-confident, committed, enthusiastic and able to work under pressure

Interested candidates are requested to send their CV on 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