



50 YEARS OF REPRESENTING YOU

ANIKA INSURANCE BROKERS SDN BHD (8286-D) MEMBER OF THE MALAYSIAN INSURANCE & TAKAFUL BROKERS ASSOCIATION • INSURANCE & REINSURANCE BROKERS • TAKAFUL BROKER

DUTIES AND RESPONSIBILITIES

1. To report to Chief Executive Officer on any matters assigned operationally and administratively.
2. To be responsible in the overall operations of the department.
3. To be responsible in meeting sales target and marketing function as the case may be, developing new business as well as servicing the existing clients with good business ethics.
4. To prepare monthly reports as required.
5. To give advice to clients on any matters pertaining to their insurance portfolio and to serve in the interest of the clients based on the prescribed policy.
6. To follow up and liaise with clients, insurance companies and relevant authority on any matters pertaining to their insurance portfolio, broking documentation, assisting Claims Dept on settlement of claims or other matters related to broking services and insurance.
7. To ensure compliance with company policies, procedures and statutory requirements.
8. To manage, organise, and update relevant data using database applications.
9. To ensure prompt billing to clients as well as prompt collection of premium from clients and to ensure that the CBC and Premium Warranty requirements are being complied with.
10. To be fully responsible on the quality of services provided to assigned clients and be appraised thereon.
11. To ensure that physical documentation is properly maintained and relevant correspondence is readily available once required.
12. To perform any other duties that may be assigned by Chief Executive Officer and management.

MINIMUM COMPETENCY REQUIREMENTS

1. Possess a Degree in Business Studies or Risk Management (Insurance) or any Professional Insurance qualifications as approved by Bank Negara Malaysia.
2. A least 5 years experience in the insurance industry.
3. Proficient in English and Bahasa Melayu, with good communication and interpersonal skills.
4. Good computer skills with knowledge of Microsoft Office applications.
5. Resourceful and able to work independently.