

Pension Administrator at Jubilee Insurance

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Jubilee Insurance was established in August , as the first locally incorporated Insurance Company based in Mombasa in . Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, general and Medical insurance.

Job Ref. No. JLIL

Role Purpose

Assist in conserving existing business while providing superior services to retirement benefits business clients in full compliance with the laid down procedures and guidelines as set out in the operations manuals.

Main Responsibilities

Business Growth: Conserving existing business and offering alternative products to existing clients e.g. annuity, cross sell and following up/providing leads for new business.

Relationships Management: Building strong business relationships with our existing clients and intermediaries.

Data Management: Maintaining accurate records for the retirement benefits clients (Deposit Administration Clients).

Customer Care: Providing superior services to Retirement Benefits clients. Making regular visits to clients and preparing reports on the client's needs.

Implementing Benefits: Processing & ensuring timely settlement of payments, issuance of member's statements, preparing accounts and other benefits within the set service standards.

Statistical Analysis & Returns: Preparing summary/ statistical reports of the Retirement Benefits schemes. Also preparing returns in respect of the Retirement Benefits schemes as assigned for submission within the timelines provided.

Scheme Compliance: Ensuring all schemes are managed and administered in full compliance of existing legislation.

Requirements

Key Competencies

Visionary Entrepreneurial Spirit

Market Awareness

Customer Focus

Continuous Innovation

Ownership & Commitment

Team Spirit

Qualifications

BSc. in Mathematics, Statistics, Actuarial, Business or any other related field.

IT proficiency (especially excellent command in MS Word, Excel, PowerPoint and Outlook)

TDPK Qualification will be an added advantage.

Relevant Experience

At least 3 years' experience in a similar role.

Knowledge of legislation governing Retirement Benefits and Insurance in Kenya will be an added advantage.

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