

Business Development Executive

Location: Shenzhen / Guangzhou

Starting date: ASAP

Report to: Team Leader and the Sales Director

ABOUT THE COMPANY

Headquartered in Hong Kong, our client also has global locations and administrative offices in Shanghai, Beijing, Mexico City, London and Los Angeles, etc. They ensure that policyholders always have the dedicated support they need no matter what their circumstances may be. This dedication to support is further enhanced by their committed Claims and Policy Administration teams, ensuring your China insurance plan is handled in an efficient manner.

RESPONSIBILITIES

- Develop channels, partnerships and collaborations with the objective to generate business through the acquisition of prospect clients.
- Discuss (through the phone or/and in person) with potential customers their requirements for medical insurance (budget, pre-existing conditions, level of cover, geographical area of cover, etc.).
- Develop clear and effective written proposals/quotations for prospective customers.
- Efficient use of the Company CRM system.
- Expedite the resolution of customer problem and complaints.
- Assist prospect customers throughout the sale process and during the first year of the policy with queries, administration, paperwork.
- Coordinate with the administration team for the processing of applications and paperwork from when the application is received up until completion of payment.
- Coordinate with the claims/client services/renewals team when needed.
- Identify advantages and compares insurance companies' products/services.
- Supply management with oral and written reports on customer needs, problems, interests if needed.

REQUIREMENTS

- Self-motivation
- Integrity
- Organizational skills and ability to manage deadlines
- Experience and willingness to engage in networking activities and business development initiatives
- Coordination ability
- Proficiency in IT, excel, outlook and other software
- A methodical approach and problem-solving skills
- Communication and interpersonal skills

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- High level of mathematical ability is a plus

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

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