



# INSURANCE GROUP OF TANZANIA LIMITED

## Head Office

Ground floor, Hifadhi House, Azikiwe Street, P.O. Box 605, Dar es Salaam,  
Tanzania Tel: +255 679 964 241 | Fax: 255 222131482 Email: info@igt.co.tz |  
Website: www.igt.co.tz

Branches: Tanga | Moshi | Arusha | Dodoma | Makambako | Kariakoo | Kigoma

### About Us:

**INSURANCE GROUP OF TANZANIA LTD** is a private limited liability company registered under the Companies. The company is predominately Tanzanian owned and is duly licensed by TIRA to transact General Insurance Business in the United Republic of Tanzania.

### Job Purpose:

The Sales Officer is responsible for driving revenue growth by actively selling insurance products and services to prospective and existing clients. This role involves identifying customer needs, educating clients on available insurance options, and building strong relationships to achieve sales targets. The Sales Officer will develop and implement strategies to expand market presence, enhance customer satisfaction, and ensure a high level of client retention. Through a consultative approach, the Sales Officer plays a critical role in promoting the company's products, fostering trust, and supporting clients in making informed decisions to safeguard their financial well-being.

### Position: Sales Officer at Branch Level

We are looking for a talented and experienced Sales Officer that will play a key role in assisting our company in sales. As a Sales Officer at branch level, you will be responsible for generating new business and strengthening relationships with existing clients. You will engage clients through personalized consultations, offering insurance products that align with their needs. Your work will support the branch in achieving sales targets and maintaining high levels of customer satisfaction.

### Key Responsibilities:

1. Oversee all branch office supervisory responsibilities according to compliance and organizational policies.
2. Lead others to achieve timely and effective goal realization, service delivery, operations, customer support and administration of the branch office.
3. Identify, recommend, and lead in the continuous improvement in customer service.
4. Visiting brokers, agents, and potential clients and issuing cover notes both motor and non-motor in accordance with the approved rates.
5. Oversee the inspection and survey of vehicles and property before issuing of cover to clients.

6. Oversee the submission of daily production, collection banking declarations to the head office.
7. Maintenance of an accurate record of debtors.
8. Issuing company stationary to intermediaries, i.e. agents, brokers, and other clients.
9. Maintenance of a file system and arrangement of all records of the branch office.
10. Be a link between the head office and the regional intermediaries and provide prompt information to the head office.
11. Report all claims to the head office and submit the necessary supporting documents on time and update intermediaries/clients accordingly.
12. Maintain proper use of petty cash and maintain a petty cash register to manage the branch finances.
13. Conducting marketing visits to existing and potential clients in a bid to uphold a positive company image and maintain good business relations as well as acquire more business for the company.
14. Compliance and Risk Management: Ensure all branch activities comply with insurance regulations, company policies, and risk management guidelines.
15. Financial Oversight: Monitor branch financial performance, manage budgets, and ensure profitability by controlling expenses and optimizing revenue streams.
16. Reporting and Analysis: Prepare weekly, monthly, quarterly, and annual reports on branch performance, sales targets, and operational metrics.
17. Community Engagement: Represent the company within the local community, building relationships with clients and stakeholders to enhance the branch's reputation
18. Perform any other related duties as assigned by your supervisor.

### **Qualifications:**

- Bachelor's degree in Business, Finance, Marketing, Insurance and Risk Management or related field.
- Proven experience in sales (insurance industry experience preferred), at least 1-2 years of working experience.
- Excellent communication, negotiation, and customer service skills
- Ability to work independently and in a team environment.
- Strong problem-solving abilities and attention to detail

### **Why Join Us?**

- Competitive salary with performance-based incentives.
- Comprehensive training and development programs.
- Supportive team culture and a positive work environment.

**How to Apply:** Interested candidates should submit their resume and a brief cover letter to Human Resource Manager via Email: [ajira@igt.co.tz](mailto:ajira@igt.co.tz) with the subject line "Sales Officer Application." Applications close on 18<sup>th</sup> **November, 2024.**