

JOB POSTING TEMPLATE

Date:	_____	Function:	<u>De La Sól</u>
Job title:	<u>Center Director (CD), Business Development</u>	Manager title:	<u>Regional Director (RD), Business Development</u>

Job purpose

The incumbent of this job is responsible for developing and implementing De La Sól (full-time agency) development for attaining or exceeding all key performance indicators (KPI) and profitability objectives. These include generating new revenue, new recruits; increasing the number of core agents or producers; supporting profitability through quality measures; developing and improve performance of agency force to achieve goals; ensuring agency force operational effectiveness to realize production and profitability goals

Major accountabilities

Directly report to Regional Director, the Center Director, Business Development will lead the team of Life Portfolio Manager (LPM) to meet assigned KPIs. The major accountabilities include (but not limited to):

1. Business Development & Execution:

- Prepare and communicate sales plan to ensure KPIs achievement of the team in charge
- Timely track the implementation of LPM members to monitor the progress and take appropriate actions
- Explore new business potential to lift up team's performance
- Assure sales quality & productivity

2. Team Acquisition & Development:

- Build the team from the scratch by utilizing various effective methods/ channels to acquire LPM members
- Foster effective teamwork to maintain the sustainability and consistency of the team's performance delivery & team's resource
- Frequently provide mentoring/ coaching (for performance and development improvements) to LPMs to achieve individual/ team's KPIs
- Identify and provide development activities to key talents for future growth

3. Relationships & Communications:

- Build effective relationships with both internal and external departments
- Liaise with cross functional teams for functional/ technical advice or cooperation on necessary areas (both De La Sól and Sun Life Vietnam levels)
- Seek input from and maintain effective ongoing communications with others
- Thoroughly communicate necessary information/ update to the team

4. Others:

- Other tasks/ projects assigned by senior management

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Specialized knowledge and skill

1. Core indicators:

- Sales and result oriented
- Growth mindset, be capable of interpretation of business direction
- Competent in interpersonal / communication / negotiation / motivation / analytical / planning / organizing and problem-solving skills
- Having vast personal & business networking
- Good at sales management skill/ insurance industry knowledge/ marketing principles

2. Skill:

- Good presentation, excellent communication and interpersonal skills
- Good English in advantage (Writing & Speaking)
- Familiar with PC literate, Excel, Word and Power Point

3. Other requirements:

- Analytical thinking
- Mature, confident, sociable Customer service oriented
- Positive thinking
- Self-starter, motivated and independent, willing to work overtime and travel

Education and experience

1. Education:

- Bachelor/College Degree preferably in Finance, Banking, Economics, Business Administration, Marketing, Insurance, Hospitality.

2. Experience:

- At least 2 years' experience working as sales supervisor, preferably in insurance, banking or financial companies.

Management scope

Total number of direct reports: **8-15**

Total number of staff managed (direct and indirect): **8-15**

Metrics (if applicable)

Sales metrics (type and amount):

- Collaborate with Life Portfolio Manager in planning sales and training activities including all sales, services, marketing, event ... activities in the assigned area on monthly basis
- Deploy the planned sales and training activities in the assigned area to achieve projected sales targets including New FYP, Recruitment, Active Ratio & Persistency
- Supervise and manage sales performance in the assigned area in terms of New FYP, Recruitment, Active Ratio and compliance both effectively and efficiently