



**KENYA ORIENT
INSURANCE LIMITED**

JOB TITLE	ASSISTANT BRANCH MANAGER – MERU BRANCH
REPORTS TO	HEAD OF SALES & BUSINESS DEVELOPMENT
JOB PURPOSE: <ol style="list-style-type: none"> 1. Responsible for the profitable growth of the branch, overseeing the branch operations and maintaining good custody of all the company assets within the branch. 2. Overseeing branch sales and administrative operations and to ensure completion of performance targets in respect to underwritten premium, client recruitment, quality service and expense control to achieve business objectives. 3. Contribute to the development and operationalization of policies for the achievement of corporate plans as stipulated in the Business Strategy. 	
KEY TASKS, DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. Revenue. <ul style="list-style-type: none"> • Responsible for the growth of revenue to the set targets through retention & acquisition of new business on existing accounts and new ones. • Promoting business growth and achievement of set performance growth targets by marketing Kenya Orient as a brand and selling its general insurance products to new and existing customers. • Manage direct sales, individual, corporate, agents and broker sales. 2. Cash Collection & Liquidity. <ul style="list-style-type: none"> • Manage credit control and premium collection in line with credit policy. • Manage approval of premium refunds and underwriting credit notes. • Manage commission payments for intermediaries at the branch level. 3. Loss Ratio. <ul style="list-style-type: none"> • Manage the quality of business to maintain the agreed level of claims ratios. • Review, manage and control the claims registered and paid to achieve set claims / loss ratios. 4. Management Expense & Cost Efficiency <ul style="list-style-type: none"> • Manage costs within the branch in order to achieve desired profitability and set management expense ratios. • Ensuring that branch operations run smoothly and profitably so that quality service is provided to customers at all times. • Achieving set revenue productivity per staff allocated to the branch. 	

**5. Control of Company Assets and Cash.**

- Ensure safe custody of the Branch's fixed assets by maintaining an asset register and appropriate insurances.
- Driving operational matters at branch level and ensuring compliance with set policies and procedures.
- Supported by the Credit Controller, responsible for proper reconciliation of accounts (cash and bank, and accounts receivable) at the branch.

6. Internal Controls and Reporting.

- Review business retention and profitability reports and take corrective action.
- Prepare timely, accurate, informative reports to management for decision making.
- Enforce compliance to the set internal audit controls and other periodic recommended internal processes by management.

7. Talent Management.

- Administrative management & supervision of all branch staff.
- Performance Management, staff development and motivation.
- Ensure that the Performance Management process is embraced and continuously carried out for effective and efficient service to our customers with a view to achieve overall company business goals.

REQUIREMENTS

- A Bachelor's degree in business related course (Insurance Option, Marketing, Business Administration, and Finance) or equivalent from a recognized university.
- Professional Qualifications in Insurance e.g., ACII/AIIC or equivalent.
- 6 years relevant experience with at least 2 years in supervisory role.

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Wednesday, April 23, 2025**.