



*Keeping your insurance needs within reach.*

Fraser Fontaine & Kong Limited (Insurance Brokers) invites applications from suitably qualified persons to fill the position of **ACCOUNT EXECUTIVE – EMPLOYEE BENEFITS (for hire in Montego Bay and Kingston office)**

### **JOB OUTLINE**

- To provide professional counselling, advisory insurance buying, and other related services to the company's clients.
- To develop, promote and assist in the marketing/sale of the company's services, consistent with the growth and profit targets established.
- To design, plan, organize and generally satisfy the insurance needs of the company's clients.
- To comply with the procedures of the company, statutory regulations.
- To maintain consistent communication with all clients throughout the customer service experience.
- A functional motor vehicle and a valid driver's license are preferred for this position.

### **QUALIFICATION & EXPERIENCE**

1. First Degree from a tertiary level institution preferably in the field of management studies  
**OR**  
recognized employee benefits certification.
2. Five years working experience in the field of employee benefits.
3. Registered as a Sales Representative for the relevant classes of insurance.
4. Working knowledge of Spanish would be an asset.

### **COMPETENCIES REQUIRED**

1. Very good knowledge of the employee benefits classes of business.
2. Good knowledge of Microsoft Word, Excel and Power Point.
3. Good knowledge of technological environment to support business operations.
4. Management competencies related to planning, organizing, directing and controlling
5. Strong written, verbal and presentation skills
6. Strong customer relationship management techniques and sales and service techniques
7. Strong analytical, problem solving and decision-making skills
8. Very good negotiation skills
9. Basic budget preparation skills
10. Very good knowledge of policies, regulations and guidelines related to the Insurance Broking Services sector.
11. Strong team player.

Applications should be emailed or sent to:

**The Human Resources Manager  
Fraser Fontaine & Kong Limited  
28 Pawsey Place  
Kingston 5  
Email: [hrd@ffkja.com](mailto:hrd@ffkja.com)**

Applications close on **June 30, 2021**. Please note that only short-listed candidates will be contacted for an interview.