Expat Insurance is a fast-growing independent insurance brokerage in Singapore. Our award-winning team is renowned for delivering the very best for our clients. We are looking for a dynamic, confident and inspired sales person to join our high-energy sales team in the Private Client Services Department.

**Job Description - Sales Advisor, Private Client Services**

Expat Insurance provides professional insurance advice on a complete portfolio of products including medical, home, travel, and motor insurance. An exciting new opportunity is available for an outgoing and sociable individual to join our front-end sales team providing effective insurance solutions for individuals and families. Our company operates a consultative sales approach so your sales process is interactive and tailored to individual client needs.  The role engages a client base of mobile professionals in Singapore and across Asia.

**Job Description:**

* Provide needs analysis and insurance advice
* Match the client’s needs with medical and travel insurance products
* Disseminate product information to clients in a clear, informative and helpful manner
* Build rapport to facilitate the sales process and generate a wide referral network
* Keep up to date client records on our Salesforce database
* To attend networking events as and when required
* Establish sales processes internally and with insurers
* Maintain strong relationship with the Insurance relationship managers
* Maintain knowledge of market and competitors’ activities and plans
* Work with Marketing, EB and Life team to promote the brand and develop new business opportunities
* Engage with lead generation efforts to ensure adequate pipeline, in consultation with the marketing department

**Person Specification:**

* Outgoing, able to quickly build client trust and rapport
* You have the ability to prioritize work, remain calm under pressure and are confident with decision-making.
* You are a goal-oriented individual who is focused on monthly targets.
* Demonstrates a professional and friendly telephone manner
* Able to communicate clearly in written English
* Able to take on and assimilate large quantities of information
* Demonstrates good attention to detail to provide accurate information to clients
* Well organized with ability to manage a large workload and deadlines
* Possesses good numerical ability for insurance premium calculations
* Positive attitude and team player
* Proficient in Microsoft Excel, Microsoft Word, Outlook,
* Experienced with Salesforce or similar CRM platforms

**You should have experience in the following areas:**

* Sales
* People Management
* Working in a fast-paced, high volume environment
* Knowledge of the insurance industry

**Qualifications:**

* Examinations required: BCP, PGI and HI Insurance exams

If this sounds like you, or anyone that you know, please contact Niina Tippin on

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