



## JOB OPPORTUNITY

**Phongsavanh Insurance (APA) Co., Ltd** is a composite Insurance company in Laos. Part of the Phongsavanh Group. Phongsavanh Insurance provides insurance products to protect the lives and belongings of individuals, families and businesses. Our Vision is to create a reputation of professional insurance Company with customer core values at the heart of its operation and to deliver first class service in all our actions with clients. We are looking for passionate and energetic people to join the team to help shape the future of Phongsavanh Insurance.

We are looking for a dynamic **Corporate Sales Staff** to join us.

**Work Place: Champasak province (Pakse District)**

### INSURANCE SALES STAFF

Reporting to the Chief Distribution Officer, responsible for:

#### Key responsibilities:

- Setting plan to target group of corporate client list in order to present our APA's insurance products to new business or existing Corporate Client in Champasak province and other province in southern part
- Driving sales with approaching new potential Corporate Client with making strong relationships with them in order to close a deal as well as achieve the target
- Work closely with APA's Policy Administration team to ensure that all quotations and policy documents are provided on time
- Working closely with claim team to ensure any claim requirements from clients will be cleared as our standard process and good services provided
- Manage and clear for uncollected and unknown premium weekly
- Submit weekly report to line manager on time in order for discussion and issues solution on time

#### Key requirements:

- At least 1-2 years' work experience in sales, insurance sector. With wide network with Corporate business is desirable.
- Bachelor's degree in Business Administration, Marketing, or Related.
- Enthusiastic and sociable and opened personality.
- Good written and verbal communication skills (English and local language).
- Great interpersonal skills and the ability to operate under pressure.

#### Application:

Interested candidates should submit their updated CV, Application Letter in writing in English and other relevant application documents to our Human Resource Department at [Career@apa.com.la](mailto:Career@apa.com.la) and The job advertisement is also posted in the following social networking sites: Facebook: [APA Phongsavanh](#)

*Only shortlisted candidate will be contacted for interview.*

**Closing date for applications: 31<sup>th</sup> January 2023**