



MIC BUILDING; KN2, AV. NYARUGENGE | KIGALI – RWANDA

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## SALES AGENTS at Prime Life Insurance Limited: (Deadline 11 June 2021)

### 1. BACKGROUND

Prime Life Insurance Limited is an insurance company, established in 1995 by Rwandan investors, a licensed life insurance company authorized by the National Bank of Rwanda (BNR). The Company is seeking to recruit 10 highly skilled and self-motivated sales agents to promote and sell the company's products and services to potential customers.

### 2. What is a Sales Agent?

As a Sales Agent, you are the front line in customer service. You are the person that they will depend on to fulfill requests and provide services that are meeting their needs. To do this, you have to identify potential new clients, take appointments, meet the customers, offer products or services that best meet their needs, and provide support in person. You will also be responsible for maintaining relationships and ensuring that returning customers are served to the best level possible.

### 3. Job Title: Prime Life Insurance Agents

Supervisor: Commercial Director

Reporting to: Commercial Director

Duration: 6 months

Closing Date: Friday, June 11, 2021 (12:00 PM, Kigali time)

#### **4. RESPONSIBILITIES FOR SALES AGENT**

- Identifying potential new clients
- Preparing weekly and monthly reports
- Providing after-sales support
- Understanding and promoting the company's Products and services
- Meeting or exceeding sales monthly goals
- Strive to improve customer satisfaction through excellent customer service
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records
- Answering client questions about products, services, prices, and availability
- Meet with customers to determine their specific needs and wants, making suggestions as appropriate
- Maintain and grow relationships with new and existing customers
- Maintaining contact with clients with a view to securing further sales/orders

#### **5. Qualification**

- Bachelor degree in Marketing, Business Management, Insurance, Banking and Entrepreneurship
- Excellent oral and written communication skills,
- Ability to take initiative and work independently
- Excellent selling, negotiation, and communication skills
- Prioritizing, time management, and organizational skills
- Ability to create and deliver presentations tailored to the audience needs
- Mastering IT tools
- Being Rwandan by nationality

## 6. APPLICATION PROCEDURE:

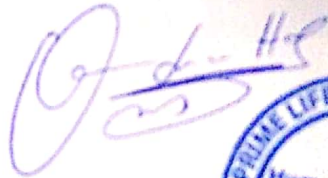
Only Qualified Candidates should submit their application letter, Curriculum Vitae (CV) Copy of academic documents, and a copy of National Identification to Prime Life Insurance Ltd mail [internship@prime.rw](mailto:internship@prime.rw) or <https://forms.gle/mkGyybyH8Xizped59>

The deadline for submitting applications is Friday, 11th 2021 (12:00 PM, Kigali time).

Applications should be addressed to the Chief Executive Officer of PRIME LIFE INSURANCE Ltd.

Only selected candidates will be contacted.

Signed by:



Chief Executive Officer

