

## Sales Solution Executive - New Business

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Company: AWP Health & Life SA

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### ROLE

#### PURPOSE

To provide support to the Sales function by responding to sales enquiries, issuing quotations and overseeing the preparations involved in incepting new business.

#### KEY RESPONSIBILITIES

Key responsibilities will include, but are not limited to, the following:

- Ensure that book rated and experience rated proposals (and re-quotes) are issued within agreed turnaround times of receipt of full information. Pro-actively follow up with Sales Managers, Clients and Brokers to obtain any missing details
- Ensure compliance with internal sales and product guidelines
- Support the sales process for small to medium & large clients by pro-actively reaching out to Sales Managers, Brokers and Clients
- Pro-actively and collaboratively work with the Pricing Team to ensure proposals are issued on time and to a high standard
- Create quotation documents using Salesforce
- Document and regularly maintain all relevant information in Salesforce
- Implementation of new clients ensuring a smooth and seamless transfer
- Obtain fully signed off documentation in relation to the hand-over of new business to Operations
- Pro-actively follow up on Company contracts until signed agreement has been received.
- Provide a positive and engaging client experience

- Easy, quick and high quality interactions with all touch points and escalation resolution in a swift and client centric manner

### **KEY REQUIREMENTS**

- Experience of at least 2 years in a customer and quality focused environment, producing accurate work within team turnaround times.
- Educated to degree standard
- Knowledge of Salesforce
- Customer focused
- Strong Communication (verbal & written) and Interpersonal Skills
- Strong time management skills and ability to work well under pressure
- Results Driven
- Strong Knowledge of Microsoft Office (Excel, Word)
- Completion or progression towards Diploma in Private Medical Insurance

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