



Current Designation:		Proposed Designation	Manager - Sales
Department/Group:	Sales	Occupied by	
Location:	Mumbai – Kandivali	Position Type:	Full-Time
Reporting Relationship			
Reports to:	Director	Positions Supervised	Sales Executive, Field sales executive, call center, digital marketing executive
Internal Relation:	Sales Executive, Field sales executive, call center, digital marketing executive	External Relation:	Insurance Companies, Customers
Mandatory Skills:			
Behavioral		Functional	
<ol style="list-style-type: none"> 1. People Management: Manages & Operates performance of the entire team with systems and processes effectively. 2. Planning and organizing. 3. Understanding the customer. 4. Communication skills: Demonstrates an ability to communicate accurately and effectively both internally and externally at all levels & uses communication skills to make recommendations and to influence company strategy. 5. Management of information: Develops and uses appropriate internal and external software packages to obtain and analyses relevant data to reach conclusions in support of recommendations for change at operational and/or strategic level. 		<ol style="list-style-type: none"> 1. Should be an expert in applying concepts, theories, and ideas to respond to new and emerging situations that may be affected by the principles of insurance. 2. Strategic decisions about situations that are affected by the principles of insurance to support business objectives. 3. Company and market knowledge: complete knowledge and understanding of the own organization & the wider insurance marketplace and how this is applied on day-to-day basis. 4. Expert with various types of Insurance - Life, General, Property, Marine, Fire, Liability, Social, etc. 5. Expert Technical Knowledge with - Insurance principles and practice, Insurance products and services, Legal knowledge, Compliance, and operational risk, Assessing and transferring risk, Claims, Underwriting and pricing 	



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Job Description

Role and Responsibilities:

- Contacting potential clients to establish rapport and arrange meetings.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.
- Presenting MIS weekly in review meeting / Higher management
- Check with sales team on the numbers achieved & their follow-up Status with clients.
- Set targets of each sales team to meet the company targets.
- Send Conversion sales MIS daily to Management.
- Track company level sales data & keep a track of company level sales (1. General Insurance 2. Life Insurance 3 Higher Management).
- Reference data, Corporate Data & Direct Data [Cold Callings].
- Lead Generation cycle Monitoring.

Education & Experience:

- Education: Graduation
- Experience: – 8 years and above
- Languages fluency: English/Hindi/Marathi/Gujarati
- Knowledge about the Insurance background.

I have read and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.

