



### **EXCELLENT CAREER OPPORTUNITIES**

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry within the Sub-Region. We are seeking a high caliber and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacities of Assistant key Account Manager at our **Zambia Office**.

#### **REF NO. AU/HR/ZAM/001/001 - ASSISTANT KEY ACCOUNT MANAGER - ZAMBIA OFFICE**

##### **The role**

Reporting to the Country Manager at ZEP-RE, the Assistant Key Account Manager will assist in effecting the mandate of the office. He/She will specifically: -

- Maintain and update financial files / Information.
- Process receipts and payments.
- Prepare budget performance reports.
- Carry out bank reconciliations.
- Reconcile cedant accounts and attend to correspondence.
- Reinsurance Underwriting (Treaty and Facultative)
- Analysing risk profiles from cedants and make appropriate recommendations.
- Claims Management.
- HR Functions/administrative management.
- Reinsurance technical accounting (premium, debtors management and allocations).
- Marketing and client/stakeholders' relationship management.
- Expense/Acquisition cost management.
- Assist in the preparation of market performance reports.

##### **THE PREFERRED CANDIDATE**

The preferred candidate should have:

- An insurance, economics, finance, accounting, or any business-related field
- Accounting / Business Degree from a recognized University and / or professional insurance qualifications; Degree in any of the following,
- Computer fluency in MS Office suite plus other Insurance / Reinsurance packages.
- At least 5 years of similar position preferably gained in an Insurance / Reinsurance company.
- Excellent communication, interpersonal and administrative skills.
- Be a team player.

Candidates who meet the above requirements should submit applications to HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic and professional qualifications stating personal details of e-mail, telephone, **current remuneration** and three referees by 4:00 p.m. Friday, **12<sup>th</sup> May 2023**

[recruitment@zep-re.com](mailto:recruitment@zep-re.com)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

