

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-894-2022
Company Name	Himaya sal
Industry	Insurance Sector – Insurance and reinsurance brokerage company
Vacancy	Account Executive
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business, economics, engineering etc.
Degree	Bachelor, Master (is a plus)
Years of Experience	Fresh graduate or 2-3 years
Location	between Lebanon and Iraq
Remuneration & Benefits	<ul style="list-style-type: none"> - Basic Salary Range: USD 800/- per month all in fresh plus transportation + USD 40 cash per diem during trips to Iraq - Additional Benefits: <ul style="list-style-type: none"> o Bonus on achievements and targets o Lebanese NSSF
Working Days	Monday to Friday
Working Hours	8:00 to 17:00 with a break of 1 hour
Tasks & Responsibilities	The main responsibilities will be to develop , generate and manage a portfolio of clients, to place risks and to handle all aspects of the relation with the client including administrative issues, collection and claims. A training by the CEO or AGM will be given + registration with the Chartered Insurance Institute of London to get an ACII diploma.
Language Skills	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" type="checkbox"/> Arabic
Computer Skills	Word, Excel & PowerPoint
Other Skills	Strong communication skills at all levels and a problem-solving attitude are prerequisites. Zero tolerance will be the rule on professionalism and integrity.