

JOB ADVERTISEMENT!

JOB TITLE: INSURANCE OFFICER (1 post) REF: NO. NSSL/IS/2025

Responsibilities:

- a) Acquire retain and create strategic partnerships to grow client base and revenue
- b) Approaching potential clients by utilizing mails and phone, and making presentations to groups
- c) giving sound insurance advisory services and support to clients, selling insurance policies to customers
- d) Monitor claim handling procedures for timely claim settlement
- e) Proper coordination and administration of insurance services in the agency

Minimum Qualifications:

- a) Diploma in a business related course
- b) KCSE C +
- c) A holder of C.O.P will be an added advantage
- d) Age 25 years and above
- e) Knowledge on insurance products and services
- f) Extensive knowledge of marketing issues with high ethical standards
- g) Good management ability with capacity to grow, support and develop the subsidiary
- h) Excellent organisation, analytical, negotiation and time management skills
- i) Ability to meet reporting expectations of the board, investors and statutory bodies.

Interested candidates should send their applications accompanied by a detailed CV and copies of relevant certificates, testimonials, National ID Card and valid Certificate of Good Conduct to: recruit@nawiri.co.ke quoting the Job Reference Number to reach by **5 P.M. on WEDNESDAY 20TH AUGUST 2025** or they can address as below quoting the **Job Reference Number** on the **sealed** envelope.

**THE CHIEF EXECUTIVE OFFICER
NAWIRI SACCO SOCIETY LTD
P. O BOX 400-60100**

EMBU

B R A N C H E S

Embu ☺ Runyenjes ☺ Kairuri ☺ Kianjokoma ☺ Kathangariri ☺ Kiritiri ☺ Mbuvari ☺ Kanja ☺ Siakago ☺ Embu DownTown ☺ Makutano