



GENERAL INSURANCE ASSOCIATION OF SINGAPORE

POSITION : ASSISTANT MANAGER

JOB DESCRIPTION

A. AGENTS' REGISTRATION BOARD AND CORPORATE SERVICES

S/No	Scope of Work	Nature of Tasks
1.	<p>AGENTS' REGISTRATION BOARD</p> <p>To support the Agents' Registration Board (ARB) and manage the ARB team</p> <p>Key duties include:</p> <p>a) ARB</p> <p>b) Monthly ARB Meetings</p> <p>c) GIA Registration Regulations (GIARR)</p> <p>d) Agent's Audit</p> <p>e) Agent's Registration/Renewal Fees - Giro</p> <p>f) Enhancement of ARCM system</p> <p>g) ARB & ARCM Annual Budget</p>	<p>-manage the ARB team -review complaints against agents</p> <p>-Provide secretarial support to ARB Committee in the preparation of minutes and follow up on matters arising</p> <p>-co-ordinate and provide support to Committee during the review of the Regulation</p> <p>- Generation of past 3 year's GWP for selection of sample size - Liaison with auditors during the audit review</p> <p>-manage agent's registration matters -Monthly collection of Agent's fees for new members and annual renewal of existing agents</p> <p>-Discuss with vendor on development of new requirement(s) in the ARCM system -follow up on progress of enhancement to the system during quarterly meeting with vendor</p> <p>-Discuss with Committee to determine budget plans and expenditures</p>

2.	<p>MANAGEMENT COMMITTEE & MEMBERSHIP MATTERS</p> <p>To manage the membership and Management Committee matters : membership services, general meetings, MC meetings, MAS-GIA meetings and other matters arising</p>	
	<p>Key duties include:</p> <p>a) Monthly MC Meetings</p> <p>b) MAS-GIA Dialogue</p> <p>c) AGM/Nomination for Election of MC</p> <p>d) GIA/PIAM/BETA/AIC/EAIC Meetings</p> <p>e) Notice of SGM</p> <p>f) Manage ongoing member relations</p>	<p>-to co-ordinate and organise meeting preparation, papers, matters and follow up on matters arising</p> <p>- to co-ordinate and organise meeting preparation, papers, matters and follow up on matters arising</p> <p>-Preparation of Nomination Papers for Election by Members. Vote-counting and tabulate the top 9 elected members</p> <p>-lead the support for GIA's liaison with other associations and manage participation in or hosting of these events.</p> <p>-assist in logistics/accommodation where meeting is held in S'pore</p> <p>- to co-ordinate and organise meeting preparation, papers, matters and follow up on matters arising</p> <p>-circulate notice of SGM to members and collating response to form a quorum</p> <p>-preparation/review of application documents, market agreements to facilitate the admission of new GIA members</p> <p>-manage ongoing membership matters</p>
3.	<p>EXTERNAL RELATIONS</p> <p>To lead and support GIA's external liaisons with other associations and manage our participation in or hosting of these events.</p>	
	<p>Key duties include:</p> <p>a) External Liaisons</p>	<p>-Handle and co-ordinate external relations with other entities and stakeholders such as institutions, councils, government agencies.</p>

4.	SPECIFIC PROJECTS Lead or manage specific projects or industry initiatives as they arise	
5.	Development Plans	Nature of Tasks
	Technical	-take part in different committee and workgroup meetings and work under Technical team
	Corporate Communication	-take part in event management and support the Global Internship Programme (GIP), university engagement.
	Finance	-take part in certain operational matters like operational efficiency, BCP

B. QUALIFICATION AND EXPERIENCE:

1. Diploma to Degree Level
2. Preferably attained the Certificate of General Insurance conducted by Singapore College of Insurance
3. Knowledge and experience of Agents' Registration Board rules and regulation would be an added advantage.
4. A few years of experience in a general insurance environment

Interested candidates should send their CV to hr@gia.org.sg.

Your personal data will be treated with strictest confidence and will be used solely for the purpose of this job search.