

ASSISTANT MANAGER - AGENTS' REGISTRATION BOARD & MEMBERSHIP

1. Your Roles & Responsibilities

a. Agents' Registration Board (ARB)

- Organise monthly ARB meetings, including the preparation of agenda and minutes, generating statistical reports, and following up on matters arising.
- Manage agent registration activities by applying the General Insurance Agents' Registration Regulations (GIARR), responding to queries from members and other relevant parties, ensuring the timely collection and payment of agent registration fees, and ensuring that the agents' register is maintained and updated.
- Manage the Agent Registration and CPD Management System (ARCM), including general maintenance, liaising with vendor for system enhancements, preparing change requests, arranging ad-hoc and quarterly meetings with vendor, and performing User Acceptance Testing for new modules.
- Manage complaints and queries regarding agent matters by applying the GIARR and standard operating procedures, and liaising with members and agents as necessary.
- Manage the annual agents' audit by preparing and generating information from ARCM in accordance to the agent selection criteria; liaising with the auditor during the audit engagement and managing the engagement according to the agreed timeline; and providing secretariat support to ARB in the review of the audit findings and follow-up of audit recommendations.
- Perform budget planning and provide secretariat support to ARB in the annual budgeting exercise.
- Provide research and secretariat support to ARB in the review of GIARR.

b. Management Committee (MC) & Membership Matters

- Organise monthly MC meetings, including the preparation of agenda and minutes with other departments, and following up on matters arising.
- Organise Annual General Meetings, Special General Meetings, and MC elections with other departments, including the preparation of agenda and minutes, and other relevant matters.
- Manage queries and support the needs of the MC and members in accordance to the GIA Constitution.

2. The Ideal Candidate

- Capable organiser and administrator
- Meticulous and able to prioritise tasks
- Good communicator with an excellent command of the English language
- Problem solver with a logical mind

3. Minimum Qualifications

- Minimum 'A' Levels or Diploma
- Experience in insurance or corporate administration is necessary

4. Administrative Information

- Salary Range: S\$3,800 – S\$4,500
- Location: Central Business District, Singapore

Interested applicants, please send your CV and/or resume 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. We regret that only shortlisted candidates will be notified.

About the General Insurance Association of Singapore

Established in 1966, the General Insurance Association of Singapore (GIA) is the general insurance industry's trade association whose membership comprises 37 Ordinary Members licensed by the Monetary Authority of Singapore (MAS) to transact general insurance business in Singapore.

As a Trade Association, GIA works to make all aspects of insurance easier and more effective for consumers, agents and insurance companies in Singapore. It helps identify emerging trends and responds to issues affecting the General Insurance industry and seeks to promote the overall growth and development of the sector in Singapore.