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## Business Development Manager

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### Responsibilities

- Work closely with direct clients, agent, brokers to solicit General Insurance business
- Explore new business opportunities in corporate general insurance
- Handle General Insurance business enquiries including product features, terms and conditions from clients referred
- Handle policy renewal, retain business and explore up-selling/cross-selling opportunities
- Provide quality post-sales services to clients
- Formulate marketing proposition and drive the marketing plan meeting business targets
- Steer the launch of sales and marketing initiatives as well as digital projects
- Collaborate with agents to provide sales support to frontline so as to steer business momentum
- Constantly review and adjust the product offering to foster the sale momentum
- Lead and/or assist ad hoc projects/assignment
- Examine risk and potentials for the business opportunities
- Explore opportunities to add value to job accomplishments
- Evaluate options and resolve internal priorities

### Requirements

- Minimum 5 Years of relevant experience in General Insurance
- Experience in project management and sales support
- Good insurance product knowledge and understanding of market trends
- Proactive, good communication and interpersonal skills, detail-oriented
- Good command of written English and Chinese

For more information or enquiry, please email us at [bdajob@delta-asia.com](mailto:bdajob@delta-asia.com) or contact us at **+853 8796 9620**.

*All information provided will be treated in strict confidence and only be used for recruitment purpose.*

Website: [www.delta-asia.com](http://www.delta-asia.com)

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## Underwriting Manager/Assistant Manager/Officer

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### Responsibilities

- Manage and supervise the underwriting team
- Perform risks assessment and provide quotations/renewal offers within the delegated underwriting authority
- Provide preliminary underwriting decision on complicated cases or cases exceeding the delegated underwriting authority
- Liaise with Business Development to facilitate smooth underwriting process and communications with business partners
- Maintain underwriting guidelines, manual, rating table, policy/clause wording and respective governance framework
- Approve policy and invoice documentation within the delegated underwriting authority
- Manage the policy administration to provide timely and accurate issuance function align with agreed service level to support the business and client
- Participate in developing underwriting rules & guidelines
- Manage underwriting quality
- Lead and/or assist ad hoc projects/assignments

### Requirements

- Degree holder or tertiary education preferred
- Possession insurance professional qualification is preferred;
- At least 5 years relevant working experience in non-life insurance underwriting areas
- Good customer services, negotiation, and communication skills
- Customer-oriented, self-initiative, willing to take up responsibility and capable to work independently
- Good command of spoken and written English and Chinese
- Proficiency in MS office (Word, Excel, etc.)
- IMMEDIATE AVAILABLE is highly preferred.

*(Candidates with less experience will be considered as Assistant Manager or Officer)*

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## 客戶經理 / 助理客戶經理

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### 工作職責

- 提供優質客戶服務，維護企業專業形象
- 向客戶提供投資產品的諮詢服務、投資策略分析及理財方向
- 負責分行產品銷售及客戶關係的維護與拓展
- 制定業務發展和銷售計劃，達成分行的業務指標

### 任職條件

- 大學畢業或以上學歷，主修金融、經濟、市場管銷或工商管理等相關專業
- 有銀行客戶服務經驗優先考慮
- 對金融或保險產品有認識，並能向客戶提供投資產品的諮詢服務並具管理經驗者優先考慮
- 符合澳門金融管理局規定買賣金融產品或就產品提供意見之資格優先
- 熱誠有禮，誠實可靠及有上進心，待人親切並具備良好社交技巧
- 流利中文及英文溝通及書寫能力

如有任何查詢，請電郵至 [bdajob@delta-asia.com](mailto:bdajob@delta-asia.com) 或致電 [+853 8796 9620](tel:+85387969620) 聯絡我們。

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