

**BANK OF AFRICA**

BMCE GROUP



Insurance Intern

Job Title: Insurance Intern**Department/Office:** Legal and Credit
Documentation Department**Supervisor/Manager Title:** Manager Legal and
Credit Documentation**Grade:** N/A**Positions reporting to this job:** None

Job Purpose

The role of the intern is to assist in the management of the Bank's insurance portfolio in liaison with the larger Legal and Credit Documentation team.

Responsibilities and Accountabilities

- Placement of cover and obtaining insurance confirmations.
- Review of insurance cover confirmation documents for completeness and accuracy.
- Giving accurate and complete quotation of insurance fees for total cost of credit schedules.
- Updating Insurance data to the insurance register & CMS.
- Follow up for insurance renewals.
- Preparing insurance memos for premium collection

Key Performance Indicators
N/A
Minimum Requirements
<ul style="list-style-type: none"> University Degree in Business or related field such as Insurance etc from recognized institution.
Competencies and Attributes
<ul style="list-style-type: none"> Solid understanding of insurance sector Keen eye to detail Excellent verbal and written communication skills Ability to undertake given tasks within the set-out timelines. Ability to work well under pressure with minimal supervision
Relationships and working contacts
<p>Internal Stakeholders: Business team, credit administration</p> <p>External Stakeholders: N/A</p>
Work Environment
Office set up
Application Criteria
Send your Current CV and an application Letter to recruitment@boakenya.com before the application deadline of 7 th October 2022