

Assistant Manager / Manager – Technical (Motor & Non-Motor)

Job description

We are actively looking for a suitable candidate to take on the role of Manager – Technical (Motor / Non-Motor). The role will primarily include working in consultation with the Senior Management Team to set the direction and achieve targets and objectives set by the Association.

- Responsible for provision and supervision of technical support and secretarial services to relevant technical and distribution working groups, committees, task forces, ad hoc committees and execution of follow up actions and decisions arising therefrom.
- Responsible for and supervise preparation of meeting agenda, minutes, internal and external correspondence / communication, reports, surveys, circulars of relevant working groups, committees, task forces, ad hoc committees including all relevant follow up actions.
- Represent the Association at external meetings and prepare relevant reports for further discussion / deliberation by working groups, committees, task forces, ad hoc committees and / or Board of Directors.
- Manage the day-to-day operations of the Technical and Distribution Department comprising motor, non-motor and distribution functions.
- Provide secretarial services and support for the Industry Product Review Board (IPREB) including all follow up actions and preparation of meeting agenda, minutes, internal and external correspondence / communication, reports, surveys, circulars etc.
- Assist the Head of Department on Phased Liberalization of the Fire and Motor Tariffs.
- To provide technical support and act as a point of referral for internal and external stakeholders on all insurance technical matters.
- Plan, initiate and manage special studies, projects, research, assignments including other duties and responsibilities as and when directed by the Head of Department.
- Plan, initiate and organize relevant technical seminars and/or webinars.

Requirements:

- Bachelor's degree holder and any related insurance academic / professional qualifications.
- Sound technical knowledge and experience in motor / non-motor classes of business are essential.
- 7 or more years of experience in the financial services sector preferably in general insurance or takaful industry or related experience in the financial services industry may be considered.
- Able to demonstrate a proven track record and excellent technical knowledge in motor / non-motor classes of insurance including sound knowledge related to relevant industry agreements, market practices, prevailing issues in relation to the general insurance industry.
- Results oriented/self-directed ability to drive change. Self-starter, organised, able to effectively work independently and/or as part of a team.
- Strong communication and presentation skills. Excellent communicator.
- Possess leadership qualities with critical and analytical thinking skills. Strong relationship, management and interpersonal skills.
- Team player with a problem-solving aptitude.
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We thank all applicants for their interest. However, **ONLY shortlisted applicants** will be notified.

Industry

- Insurance

Employment Type

- Contract

To apply, please email CV to hct@piam.org.my