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## Position Description

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Vacancy Title: **Business Development Manager**

Location: **Suva, Fiji**

Reports To: **None**

### Objective

The Business Development Manager is responsible for driving business growth through the development of new business opportunities, strengthening relationships with intermediaries, partners, and clients, and expanding the company's market presence within Fiji. The role focuses on achieving business growth targets, maintaining strong stakeholder relationships, and supporting the delivery of excellent customer service while contributing to the organisation's overall strategic objectives. The role reports to the Operations Manager.

### Outcomes

#### Capital Stakeholders (Owners)

##### 1. Business Development

- **Identify New Opportunities:** Research and identify potential clients and business opportunities within the insurance sector.
- **Market Analysis:** Conduct market research to understand the competitive landscape and identify trends and opportunities.
- **Networking:** Build and maintain a network of contacts within the industry to generate leads and referrals.
- **Lead Generation:** Develop and implement strategies to generate new business leads through various channels (networking, referrals, cold calling, online research, etc.).

##### 2. Reporting & Documentation

- **Documentation:** Maintain accurate records of sales activities and client interactions.
- **Reporting:** Prepare regular reports on sales performance, market trends, and business development activities.
- **Compliance:** Ensure all sales activities comply with insurance regulations and company policies.

#### Organisational Stakeholders

##### 1. Client Consultation

- **Needs Assessment:** Conduct thorough assessments of client needs and risk profiles.
- **Product Knowledge:** Stay informed about the company's insurance products and services, as well as industry trends and regulations.
- **Customized Solutions:** Provide clients with customized insurance solutions tailored to their specific needs.
- **Ongoing Support:** Offer ongoing support and advice to clients to help them manage their insurance portfolios effectively.

##### 2. Collaboration

- **Team Collaboration:** Work closely with the underwriters, and other departments to ensure a seamless sales process.
- **Feedback:** Provide feedback on product development based on client needs and market trends.
- **Training:** Participate in training sessions to stay updated on product offerings and industry developments.

##### 3. Other duties

- May include providing administrative and operational support to other staff and departments, as directed by the General Manager, including but not limited to:
  - Data entry
  - Typing and document preparation
  - General administrative and sundry duties

#### Product's Stakeholders

##### 1. Sales Management

- **Client Engagement:** Engage with prospective clients to understand their insurance needs and present appropriate insurance solutions.
- **Proposal Development:** Prepare and present detailed proposals and quotations to potential clients.
- **Sales Negotiation:** Negotiate terms of agreements, close sales, and manage contracts.
- **Relationship Management:** Maintain and develop relationships with existing clients to ensure satisfaction and retention.
- **Sales Targets:** Achieve and exceed sales targets and KPIs set by the company.

### Responsibilities - Key Competencies

Competence	Description
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#### Business

Competence	Description
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

#### People

Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Bachelor's Degree	Business Administration, Sales/Marketing/Advertising	

## Work Knowledge and Experience

- Relevant certifications in sales & business development.
- Minimum of 3-5 years of experience in business development or sales within the insurance industry.
- Strong understanding of the insurance industry and products.
- Excellent communication and interpersonal skills
- Proven track record of achieving sales targets.
- Strong negotiation and closing skills.
- Ability to build and maintain relationships.
- Analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite
- Communication Skills: Clear and effective communication skills, both verbal and visual, to articulate ideas, collaborate with team members, and present design concepts.
- Analytical Thinking: Ability to analyze data and metrics to optimize design strategies and improve campaign performance.
- Industry Knowledge: Familiarity with the insurance industry, including its products, services, and target audience, to create relevant and impactful marketing materials.

## Requirements

#### Professional Associations

Bachelor's Degree in business administration, Marketing, or related field.

#### Regulatory Compliance Requirements

Relevant certifications in sales & business development

## Other Required Statements

No other required statements found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	
	Operations Manager	
	ELT/SLT across the TIL Markets	
	Capital Employees across the Group	
<b>External</b>		
	Agency Partners	
	Direct Clients	

Type	Interaction	Comments
	Service Providers	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Kelera Babitu

Contact Email: kelera@maxumise.com

Further Contact Information: --

**Closing Date:** 19 Jun 2026