200 FINANCIAL ADVISORS

Responsible for providing financial planning services to a cluster of BDO branches using Generali Pilipinas’ life insurance products and services.

Requirements:
• College degree holder
• Successful in his or her current job
• Good communications skills
• Self-confident and presentable
• Energetic

Get in touch with us!
(02) 885-4117, 885-4116
hrd-rec@generali.com.ph
Generali Philippines Human Resources
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7901 Makati Avenue, Makati City

OTHER VACANCIES

❖ TRAINING MANAGER
Responsible for developing the sales force through conceptualization, module development and implementation of training programs.

Requirements:
• University graduate with a degree in any business-related discipline;
• With at least 3 years experience in Training and Sales Development for a life insurance company;
• Knowledgeable in life insurance standards and regulations;
• Must have good floor presentation skills;
• Effective verbal and written communication skills; and
• Good team player

❖ JUNIOR TRAINEE
Responsible for providing assistance to training and sales development in developing the sales force through conceptualization, module development and implementation of training programs.

Requirements:
• University graduate with a degree in any business-related discipline;
• With at least 2 years experience in sales and marketing;
• Experience as life insurance trainer and/or Sales Development Officer, an advantage;
• Must have good floor presentation skills;
• Effective verbal and written communication skills;
• Good team player

An affiliate of BDO
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OTHER VACANCIES

DATABASE ADMINISTRATOR

Responsible for all aspects of business front-end database such as database architecture design through implementation, administration, monitoring, tuning, back-up, migration, support and other DB housekeeping process and/or procedures on business applications and systems.

Requirements:

• Candidate must possess at least a Bachelor’s degree in Engineering (Computer/Telecommunication) or equivalent;
• At least 1 year relevant work experience in database administration;
• Exposure to Multi-platform, Multi-Language database environments;
• Effective verbal and written communication skills, especially technical documentation:

NETWORK & SECURITY ADMINISTRATOR

Responsible for providing network and security administration and establishing comprehensive security policies for the Company.

Requirements:

• University graduate with a degree in Information Technology or any related field;
• With at least 2 years of extensive experience in network administration and security management of business applications and systems;
• Knowledgeable in server configurations with Unix, Windows, Linux platforms;
• Experienced in the design and build of infrastructure security;
• With good understanding of security policy standards; and
• Must be both a self-starter and a team player with excellent organizational, analytical and communication skills.
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OTHER VACANCIES

❖ RECRUITMENT SPECIALIST
Responsible for end-to-end recruitment process.

Requirements:
• University graduate with a degree in Psychology or equivalent;
• With at least 3 years of solid experience in Recruitment;
• Exposure in Employee Relations is an advantage;
• Knowledge in administration and evaluation of psychological examinations;
• Has ability to coordinate and perform activities related to personnel administration and systems, salary, and/or other general administration activities;
• Good analytical thinking; able to set priorities in order of importance; and
• Effective verbal and written communication skills;

❖ EMPLOYEE TRAINING & DEVELOPMENT SENIOR SPECIALIST
Responsible for providing planning, developing, implementing and evaluating employee training for non-sales staff and providing assistance in other employee development programs.

Requirements:
• University graduate with a degree in Education, Human Resources, organization Development, or any related field;
• At least 3 years of related working experience;
• Knowledge of instructional design principles, instructional technologies, and adult learning principles;
• Must have good floor presentation skills;
• Experience in implementing a career development or performance development system is an advantage; and
• Effective verbal and written communication skills;
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OTHER VACANCIES

❖ ACCOUNT OFFICER
Responsible for developing new business for the Company’s group insurance products through direct sales negotiations, insurance brokers and agency force.

Requirements:
• Bachelor’s degree holder in Business, Marketing, Economics, or equivalent;
• With at least 2 years of experience in corporate sales/account management, preferably gained from an HMO or insurance company;
• Possesses good communication and interpersonal skills;
• With strong negotiation and presentation skills;
• Driven, hardworking, and a team player

❖ WORKSITE INSURANCE TEAM LEADER
Responsible for promoting the life insurance products of Generali Philippines to the employees of the Company’s group insurance clients.

Requirements:
• Bachelor’s degree holder in Business, Marketing, Economics, or equivalent;
• With at least 2 year of sales and marketing experience;
• Knowledgeable in life insurance standards and regulations;
• Must have good floor presentation skills;
• Effective verbal and written communication skills; and
• Driven, hardworking, and a good team player
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OTHER VACANCIES

✓ UNDERWRITER
Responsible in identifying, classifying and evaluating risk presented by prospective client for life insurance.

Requirements:
• University graduate with a degree in any business or medical related course;
• With at least 2 years experience in life underwriting;
• With strong accuracy and multi-tasking skills;
• Must be keen to details and can work in a fast paced environment; and
• With good verbal and written communication skills.

✓ CUSTOMER SERVICE SPECIALIST
Responsible for providing support in the implementation of customer’s retention strategies.

Requirements:
• University graduate with a degree in any business related course;
• At least 1 year of customer service experience gained from life insurance company;
• Must be customer-oriented, organized and can work well with the team
• With above average communication and interpersonal skills
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❖ INVENTORY & ANCILLARY SUPERVISOR
Responsible for the administration of ancillary services, office, inventory and storage facilities.

Requirements:
• University graduate with a degree in any business or management course;
• At least 2 years of related working experience;
• Has the ability to multi-task, work effectively in a fast-paced environment;
• Must have good communication and interpersonal skills; and
• With strong leadership background

❖ PROCUREMENT ASSISTANT
Responsible for the procurement of products and services required in the operation.

Requirements:
• University graduate with a degree in any business or management course;
• At least 2 years in procurement / purchasing / supply chain;
• Has the ability to multi-task, work effectively in a fast-paced environment;
• Knowledgeable in Basic Purchasing process;
• Resourcefulness and networking capabilities; and
• Must have good communication and negotiation skills
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➢ GROUP OPERATIONS ASSISTANT
Responsibility for policy billing and network maintenance.

Requirements:
• University graduate with a degree in any business-related discipline;
• With at least 1 year of experience in policy administration;
• Exposure in group operations and procedures, an advantage
• Must be detail-oriented and organized; and
• With good verbal and written communication skills.

➢ SALES SERVICES SPECIALIST
Responsibility for database administration and provides sales management information.

Requirements:
• University graduate with a degree in Computer Science or other related course;
• With at least 2-years of related work experience;
• Background in sales support administration, an advantage;
• Proficient in Windows-based software;
• Must have good communication and interpersonal skills; and
• Assertive, detail-oriented, and organized