



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 496

Dated: 6th March 2023

Sub. Placement opportunity for MBA (USMS) students of the batch passing out in year 2023 in “Salasar Services (Insurance Brokers) Pvt. Ltd.”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA (USMS) students of the batch passing out in year 2023 in “Salasar Services (Insurance Brokers) Pvt. Ltd.” for your reference and circulation to students to apply on given link by **7th March 2023**

Registration link: <https://forms.gle/z7M4TbAhj6dCbw7y7>

COMPANY – Salasar Services (Insurance Brokers) Pvt. Ltd.

LOCATION – DELHI/NCR (NOIDA-SECTOR 125)

ROLE- Business Development

CTC OFFERED – INR 6 LPA(FIXED)

ELIGIBILITY – MBA (USMS) students of 2023 passing our batch.

INDUCTION TRAINING – In the month of April 2023 at Kolkata for 10 days

Please find JD for more information.

LAST DATE FOR REGISTRATION IS 7th March 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIPU

JOB DESCRIPTION

Function:	Business Development	Designation:	
Location		CTC	

Job Responsibilities:	
Financial	<ul style="list-style-type: none"> ▪ Increase reach and market share by adding new clients to the Organization's portfolio of General Insurance. ▪ Achieve financial targets articulated in the strategic plans of the Organization in terms of the brokerage earned through <ul style="list-style-type: none"> ○ Conversions of new clients ○ Retention of existing clients ○ Ensuring expansion and cross selling to existing clients ○ Support of specialist vertical budgets
Business Process	<ul style="list-style-type: none"> ▪ Create potential databases from insurers and other sources ▪ Update KPTS (Key Prospect Tracking System) immediately ▪ Obtain policy papers from existing and potential clients ▪ Conduct thorough analysis of Policy Portfolio of existing and potential clients with inputs from the underwriting and claims department to verify that the client has adequate coverage and best of rates and prepare offerings to bridge gaps ▪ Interface with claims team and service claims to gain confidence and pitch for new business by taking over the responsibility of enabling the client to get pending claims ▪ Engage in discussion and sharing notes with other departments to leverage individual strengths ▪ Participate in monthly meetings to discuss key accounts, strategic initiatives, market trends
Customer	<ul style="list-style-type: none"> ▪ Send introductory mails or letters, call for appointment before the initial meeting and send thank you note and brochure to all prospective clients after the same. ▪ Make client lists ▪ Visit key existing clients on a periodical basis ▪ Get insurance policies issued in favor of the clients in coordination with the underwriting team and deliver the same to the clients ▪ Collect premium cheque on time ▪ Provide best possible client service with respect to all new clients by <ul style="list-style-type: none"> - Coordinating with the underwriting team to get renewal notice issued and the renewals done on time - Engaging with insurance companies and coordinating with the claims team to enable settlement of claims ▪ Give timely inputs for MIS to management ▪ Classify potential customers into A-B-C category and implement the following action: <ul style="list-style-type: none"> ○ Cater to all requirements through close liaising with respect to A category and close

JOB DESCRIPTION

	<ul style="list-style-type: none"> ○ Liaise with B category to covert the leads ○ Maintain the C category in the database and schedule follow-up
People Growth	<ul style="list-style-type: none"> ▪ Acquire product knowledge and always keep self-updated with latest variations in product offerings ▪ Attend training sessions (external/ internal) and working on on-job assignments to implement new learning
	Perform all such duties which are required to be performed by this position in an insurance broking house in general course and to perform all such duties and carry out all such responsibilities so delegated or asked to be performed by the Designated Authority from time to time

External Interface:	Internal interface:
<ul style="list-style-type: none"> ● Existing clients ● Prospective clients ● Insurance companies 	<ul style="list-style-type: none"> ● Employees

Preferred Competencies of Incumbent

a) Functional Competencies	<ul style="list-style-type: none"> ⇒ Demonstrates domain knowledge in own area of operation ⇒ Understands product offerings ⇒ Understands service standards as per Organisation ethos ⇒ Learns continuously and keeps self-updated
b) Leadership Competencies:	
Relationship Building	<ul style="list-style-type: none"> ⇒ Networks effectively with both external and internal customers ⇒ Focuses on building long term sustainable relationships ⇒ Delivers on commitment every time
Creative & Analytical Problem Solving	<ul style="list-style-type: none"> ⇒ Understands the strategic objectives of the Organisation, unit, function ⇒ Collates data and analyses them objectively ⇒ Takes objective decisions based on data to achieve the strategic objective of the Organisation ⇒ Goes the extra mile to achieve creative solutions
Customer Focus	<ul style="list-style-type: none"> ⇒ Designs solutions that meet the requirements of the customer (external/ internal) ⇒ Demonstrates a sense of urgency to resolve all external and internal customer concerns and responds to queries and requests within defined timelines and processes

JOB DESCRIPTION

	<ul style="list-style-type: none"> ⇒ Educates customers (external/ internal) about changes in processes, policies and offerings ⇒ Creates long term relationships with customers (external/ internal) through continuous interface ⇒ Obtains customer (external/ internal) feedback to improve processes ⇒ Promotes loyalty and converts customers to brand ambassadors ⇒ Achieves customer delight with respect to both internal and external customers ⇒ Is sensitive to code of conduct in office and customer establishments
<p>Perseverance</p>	<ul style="list-style-type: none"> ⇒ Makes all possible effort to understand the viewpoints of external and internal customers ⇒ Takes all possible steps to resolve issues ⇒ Understands the importance of deadlines, proactively remove roadblocks and deliver as per requirement ⇒ Tries alternatives to achieve target ⇒ Does not give up in the face of adversity ⇒ Explains own point of view assertively to get necessary support and approval ⇒ Is patient and persistent towards follow up on all leads and prospects generated during the past towards new client acquisition
<p>Achievement Orientation</p>	<ul style="list-style-type: none"> ⇒ Understands the strategic objectives of the Organisation, unit, function ⇒ Aligns individual and team targets with strategic goals ⇒ Plans and deploy appropriate resources to meet targets in the short and long term ⇒ Goes the extra mile to achieve targets as per committed timelines and enable the team to do so ⇒ Achieves and motivates excellence irrespective of circumstances ⇒ Shares best practices across businesses ⇒ Benchmarks with the best and continuously raises the bar ⇒ Upgrades competencies of self and team to achieve excellence

Mission-Vision-Core Values-Guiding Principles

Salasar Services (Insurance Brokers) Pvt. Ltd.

Mission

- To emerge as the most trusted leading pan-India composite insurance brokers, having global presence, consistently providing superior insurance solutions matching customer expectations thereby fostering sustainable relationships
- To be the most preferred organisation for our team to learn and grow

Vision

- Our passion for excellence creates satisfied customers and smiling employees drive our growth

Core Values	Guiding Principles
Customer First	<ul style="list-style-type: none"> ⇒ We shall always try to analyse and understand customers requirements ⇒ We shall always empathise with customer problems and take steps to resolve them ⇒ We shall never say no before exploring all options to match customer expectations ⇒ We shall take all possible steps to ensure on time service delivery every time ⇒ We shall always leverage technology enabled services to enhance customer delight ⇒ We shall continuously explore possibilities of innovating customers' insurance portfolio to proactively enhance coverage at best possible cost ⇒ We shall always keep the customer updated of new developments in the industry ⇒ We shall always take proactive steps to ensure claim settlement to the complete satisfaction of the customer ⇒ We shall always interface with existing and potential customers to profile their needs and strengthen long term relationships

Core Values	Guiding Principles
<p>Passion for Excellence and Growth</p>	<ul style="list-style-type: none"> ⇒ We shall always demonstrate strategic orientation and focus on the long term rather than the short term ⇒ We shall always be proactive and take initiative to continuously try to grow our business by expanding existing customer portfolio, persistently seeking newer avenues and enhancing reach ⇒ We shall never show complacency ⇒ We shall be patient and persistent towards follow up on all leads and prospects generated during the past towards new client acquisition ⇒ We shall always demonstrate tenacity and perseverance to develop resolve issues and achieve innovative solutions ⇒ We shall constantly strive to upgrade our competencies to be able to leverage all new developments in the industry ⇒ We shall always take steps to upgrade competencies of our team members and empower decision making

Core Values	Guiding Principles
<p>Building Trust</p>	<ul style="list-style-type: none"> ⇒ We shall always demonstrate complete integrity in protecting the interests of our Organisation and our customers ⇒ We shall always demonstrate discipline and conform to established codes of conduct ⇒ We shall always complete jobs assigned to us within specified timelines with out follow up ⇒ We shall always demonstrate transparency and share relevant information ⇒ We shall build long term relationships with all our stakeholders ⇒ We shall take full accountability for all our decisions and actions ⇒ We shall always take complete responsibility to fulfil all our commitments

Core Values	Guiding Principles
<p>Teamwork</p>	<p>⇒ We shall always collaborate across departments, function and locations</p> <p>⇒ We shall work together as a team to grow our customer base and enhance customer satisfaction</p> <p>⇒ We shall always share progress status of jobs that we undertake</p> <p>⇒ We shall benchmark with others to leverage our shared knowledge expertise across the organisation</p> <p>⇒ We shall network across our organisation and industry fraternity and share relevant information with all team members</p> <p>⇒ We shall always try to enhance the competencies and motivation levels of all our team members across the Organisation</p>