**General Agent: Century Insurance Agency Ltd.**



Century Insurance Agency Limited is a reputable insurance provider dedicated to delivering exceptional customer service and innovative insurance solutions. We are seeking a highly motivated and results-driven **Insurance Sales Executive** to join our dynamic team **in Virgin Gorda, British Virgin Islands**.

As an Insurance Sales Executive you will be responsible for generating new business and expanding existing relationships with clients, while providing exceptional customer service and ensuring compliance with regulatory requirements. You will work closely with our sales and underwriting team to identify and pursue new business opportunities, and maintain a high level of professionalism and integrity in all interactions with clients and stakeholders.

**Key Responsibilities** includes but is not limited to:

* Identify and pursue new business opportunities through cold calling, networking, and referrals.
* Build and maintain strong relationships with existing clients to ensure retention and growth of their business.
* Conduct needs assessments and provide tailored insurance solutions to clients.
* Develop and maintain a thorough understanding of our insurance products and services.
* Meet and exceed monthly sales targets and other performance metrics.
* Collaborate with sales and underwriting team to ensure accurate and timely issuance of policies.
* Provide exceptional customer service and resolve client complaints in a timely and professional manner.
* Stay up-to-date with industry trends, regulatory changes, and competitor activity to maintain a competitive edge.
* Handling policy issuance, endorsements, cancellations, renewals, payments etc.
* Maintain accurate and detailed records of client interactions, sales activities, and policy issuance.

**Qualification Requirements:**

* 2+ years of experience in insurance sales or a related field
* Excellent communication, negotiation, and interpersonal skills
* Ability to work in a fast-paced environment and meet deadlines
* Strong analytical and problem-solving skills
* Proficiency in Microsoft Office and CRM software
* Valid driver's license and reliable transportation
* Must be able to work with little supervision
* In Minimum, must have an Associate’s Degree with a GPA of 3.2 and above.
* Must have Grade 1 or 2 in CXC English & Math

Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or [hr@nagicobvi.com](mailto:hr@nagicobvi.com). Only suitable applications will be acknowledged.