



(A Joint Venture of State Bank of India & Insurance Australia Group)

SBI General/Recruitment/2013-14

Dated: 30th Dec 2013

Applications are invited for the Current Vacancies mentioned below. Persons, who are desirous and fulfil the eligibility criteria set out against each position, may send in their application.

Current Vacancies

[Current Vacancies in Administration](#)

[Current Vacancies in Claims](#)

[Current Vacancies in Human Resource & Learning](#)

[Current Vacancies in Information Technology](#)

[Current Vacancies in Internal Audit, Control & Risk](#)

[Current Vacancies in Legal, Secretarial & Compliance](#)

[Current Vacancies in Operations](#)

Current Vacancies in Sales & Marketing:

- [Current Vacancies in Sales & Marketing](#)

(Please choose 'PR & Advertising' option as Specialisation to apply for this position)

- [Current Vacancies in Retail Sales](#)
- [Current Vacancies in SME Sales](#)

[Current Vacancies in Strategy, Information & Performance](#)

[Current Vacancies in Underwriting & Reinsurance](#)

For more Vacancies kindly visit us again after few days!

IMPORTANT:

1. Job Titles and reporting lines are indicative and may be changed at the sole discretion of the Company.
2. No hard copies or documents should be sent.
3. Communication will be sent to only those candidates who are found suitable in the preliminary scrutiny.
4. Solicitation in any form by the applicant will lead to disqualification

5. This is not an offer of employment but only an invitation for applications for various positions. SBI General Insurance Company Ltd. has the absolute discretion not to appoint any one for any of the positions.
6. Last date for receipt of filled in application for the above vacancies is **8th Jan 2014**.

Personal Traits expected from all the applicants:

- Enjoys and seeks out accountability for delivering expected results
- Consultative and open to discussion and challenge
- Willing to question and challenge the status quo
- Straightforward, honest, tells it 'as it is'
- Is persuasive and influential
- Thinks 'whole of business', while still delivering results for own area of accountability
- Is entrepreneurial in approach; focuses on profitable growth and continuous improvement
- Tenacious and resilient

Skills expected from all the applicants:

- Ability and willingness to work in project mode for setting up systems, procedures and infrastructure in the chosen functional area and to take up active functional role subsequently.
- Good computer skills.

ADMINISTRATION

POSITION ID	JOB TITLE	WILL REPORT TO
ADM02004	Executive – Admin	VP-Administration
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate in any discipline	<ul style="list-style-type: none"> ➤ Preferably 2/3 years experience in administration work ➤ Computer Literacy (MS-Office-Word, Excel etc.) 	
Location		
Thane		
Key Responsibility of the Role		
<ol style="list-style-type: none"> 1. Handling all administration & facility functions – Manage facilities and general administration functions such as Repairs & Maintenance of Electrical panels, HVAC, UPS, Generators, CCTV, Fire Fighting Systems, etc. Handling issues relating to electricity, air-conditioners, water supply, managing office stationary, carpentry, plumbing, canteen / cafeteria management, tea / coffee vending machines, telephone lines, etc. with timely co-ordination with empanelled vendors. 2. Managing all contract staffs (security guards & office boys) – Monitoring and Controlling all the activities of contract staff i.e. Housekeeping, Security guards, Office boys, Pantry boys, etc. 3. Mail room management – Analyse and optimize the in-house postal processes and handle mail room manpower for office mail handling. 4. Work space management & key register – Workstation allocation and maintaining proper records of the occupants and key register. 5. Handling company events & related functions – Supportive role for managing the facilities for meetings / conferences / training programs as and when required. Managing fire drills. 6. Vendor management & AMC agreements – Coordinating with empanelled vendors for timely services during the breakdowns and issues. AMC agreement renewals. 7. Processing vendor bills for payment – processing vendor bills, employee reimbursement and preparing MIS. Coordinate with inter departments for payment processing. 8. Liaison works with government bodies (if any) like signage, water supply, shop & establishment, property tax, etc. 		

Claims

POSITION ID	JOB TITLE	WILL REPORT TO
CLM05015	Executive/Senior Executive-Assessing	Manager/Sr. Manager –Assessing
ELIGIBILITY		
Required Qualification	Required Experience and Skills	
<p>A degree or diploma in Automobile/Mechanical Engineering or Graduate together with 3+ year's relevant experience in automobile accidental repair industry. IRDA survey licence holders would be preferred.</p>	<p>1-3 years experience in handling motor insurance claims / motor loss assessing either in an insurance company or as an independent surveyor or in Accident section of a reputed automobile dealer. Having knowledge of automobiles, economical repair practices, and motor insurance and allied areas.</p> <p>Should possess pleasing personality with good communication and negotiation skills. Should be hard working and focussed to achieve assigned targets.</p>	
Location		
DELHI(1), JAIPUR (1), NAGPUR(1), MUMBAI(1), INDORE(1), PATNA(1)		
Key Responsibility of the Role		
<ol style="list-style-type: none"> 1. To survey & assess damage in order to mitigate loss on behalf of the Company. 2. To ensure that the appropriate repair methodology is adopted at reasonable cost to the organisation while providing excellent service to our customers without compromising the safety and quality of repairs. 3. As a Motor Assessor, you will be required to assess accident damaged vehicles across the city/region ensuring vehicles are assessed in a timely manner and take all proactive steps in providing superior customer service. 4. To succeed in this role, you will have excellent customer focus, negotiation and communication skills. You should also possess in-depth level of fraud detection techniques, sound repair Vs replacement decision-making skills and effective handling of conflict scenarios. 		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM03006	Manager/Sr. Manager Commercial Claims	AVP Claims Operations
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate Degree with insurance qualification preferred.	5- 7 years general insurance experience in Commercial claims at a managerial level. Sound knowledge of the insurance industry including claims processes. Account/Broker Management Experience preferable.	
Location(s)		
Mumbai		
Key Responsibility of the Role		
<p>Manage a claims unit of all Commercial Products ensuring claims are processed in a cost effective way, claims service standards are met and customers receive a good claims experience. Implement strategies to ensure staff development, engagement and performance. Manage the commercial claims operations to achieve goals and objectives as set by the business including key performance indicators (KPI's) relating to claims costs, potential recovery, customer service levels and cycle times. Experience in managing relations with brokers, large corporate customers and complex commercial claims are imperative.</p>		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM05002	Assistant Manager – Personal Accident	Deputy Manager/Manager Health Claims
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate Degree	3+ years experience in management of Personal Accident/Health Claims with TPA/ General/Heath Insurance Companies or Hospital Management preferable. Sound knowledge of health industry practices and stakeholders management.	
Location		
MUMBAI		
Key Responsibility of the Role		
<p>The purpose of the role is to process and manage all Personal Accident, Hospital Cash, Critical Illness and the like claims and analysing data to support effective cost control. Responsibilities include:</p> <ul style="list-style-type: none"> • Proactive claims management of Personal Accident Claims in line with the claims service proposition • Analysing Personal Accident claims trends across various channels and providing feedback and recommendations to claims and underwriting; • Coordination with Claims investigation agencies on reporting, MIS • Reporting and MIS collation for PA claims. • Monitoring claim trends and identify fraud indicators and take appropriate action. • Claims communication monitoring involving documentation and call center queries resolution. • Identify Personal Accident best practices across the claims business and offer solutions to be implemented. 		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM05016	Assistant Manager -Assessing	Senior Manager-Assessing
ELIGIBILITY		
Required Qualification	Required Experience	
Automobile/Mechanical Engineering Degree or Diploma With Surveyors licence	<p>3+ years experience in handling commercial vehicle Claims / Assessing / Accidental Repair. Excellent relationship management, analytical & negotiation skills also required to deal with commercial vehicle customers and repairers.</p> <p>Experience and understanding of commercial vehicle motor repair industry including latest repair techniques preferred.</p> <p>Experience in managing team of in house assessors preferred.</p>	
Location		
Delhi		
Key Responsibility of the Role		
<p>You will be required to manage commercial vehicle assessment function at Delhi Branch. You will assist the Sr. Manager in managing motor claims assessment function.</p> <p>You will be required to assess major loss vehicles across the region ensuring claims are assessed in a timely manner and repaired to the highest standard providing exceptional customer service. To ensure that the appropriate quality and method of repair is applied at minimal cost to the organisation whilst maintaining quality of repairs.</p> <p>You will also be responsible for approving the claim in the system as per sanctioned authority. You will be required to monitor the performance of repairers & external surveyors.</p> <p>To succeed in this role, you must have excellent customer focus, negotiation and communication skills, with strong focus on fraud detection, quick decision-making.</p>		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM06002	Insurance Trainee	Assistant Manager/ Senior Executive Assessing
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate from a recognized University.	Fresher may apply but Candidates with prior general insurance claim experience would be given preference.	
Location		
Delhi		
Key Responsibility of the Role		
Will undergo training in Motor claims department, resolve customer queries & closure of complaints with Contact Centre; follow up with surveyors for survey report and loss reserves.		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM02003	Manager/Senior Manager – Fraud & Investigations	SVP - Claims
ELIGIBILITY		
Required Qualification	Required Experience	
Degree in Law / Forensics / Financial Auditing Preferred qualification in Insurance	<p>Essential – Minimum 5 yrs. of experience</p> <ul style="list-style-type: none"> • Experience in developing and implementation of elements of fraud management framework • Work experience in Fraud & Investigation management profile in financial services industry / General Insurance Co. • Experience in handling requirements from Risk & Compliance team & implementing strategy initiatives • Experience in managing development of improvement strategy, manage / support / oversee implementation of System & Process improvements 	
Location		
Corporate Office Mumbai		
Key Responsibility of the Role		
<ul style="list-style-type: none"> • Identify lead Investigation process, monitor & control fraud claim cases for cases referred. • Create network of Investigators across India • Review Audit Reports to Identify action points & ensure implementation of the same within Claims department • Prepare & circulate reports / MIS for Fraud Control Measure for SBI Claims Team • Prepare Standard reporting to regulators & Internal Stakeholders • Ensure implementation of suggestions made in Closed file Review for adoption of standard guidelines for better implementation of fraud & Investigation guidelines • Promote and monitor compliance with SBIGIC fraud policies • Review & update of SBIGIC fraud control framework & guidelines 		

POSITION ID	JOB TITLE	WILL REPORT TO
CLM05013	Executive/Senior Executive-Assessing	Manager/Sr. Manager -Assessing
ELIGIBILITY		
Required Qualification	Required Experience and Skills	
<p>A degree or diploma in Automobile/Mechanical Engineering</p> <p>or</p> <p>Graduate together with 3+ years relevant experience in automobile accidental repair industry. IRDA survey licence holders would be preferred.</p>	<p>1-3 years experience in handling motor insurance claims / motor loss assessing either in an insurance company or as an independent surveyor or in Accident section of a reputed automobile dealer. Having knowledge of automobiles, economical repair practices, and motor insurance and allied areas.</p> <p>Should possess pleasing personality with good communication and negotiation skills. Should be hard working and focussed to achieve assigned targets.</p>	
Location		
Baroda (1), Chandigarh(1), Jodhpur(1), Lucknow(1), Ludhiana(1), Udaipur(1), Vizag(1), Ranchi(1), Bhopal(1), Goa(1), Pune(1)		
Key Responsibility of the Role		
<ol style="list-style-type: none"> 1. To survey and assess motor losses within city limits and nearby areas 2. To process claims in the system and approve claims as per assigned financial authority 3. To supervise and follow-up motor losses within the territory 4. To monitor and control surveyor's and investigator's performance within assigned territory 5. To attend to major losses in association with senior surveyors 6. To endeavour towards achievement of TAT, ACP and claim disposal targets 7. To liaise with motor dealers and garages and maintain healthy working relationship 8. To service fleet owners as per agreed SLA 9. To support sales team in achieving sales target by creating atmosphere conducive to business 10. To ensure highest level of customer delight by superior level of service and communication 11. To strengthen the SBI General brand in the assigned territory 12. To attend to non-motor claim issues as and when assigned by supervisor 13. Any other task as assigned by supervisor 		

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HUMAN RESOURCE & LEARNING

POSITION ID	JOB TITLE	WILL REPORT TO
HRM04001	HR & Learning Manager	Assistant Vice President – Human Resource
ELIGIBILITY		
Required Qualification		Required Experience
Minimum Graduation degree Post Graduation in Human Resources/ Personnel Management		5-7 years of post qualification experience Should be preferably from general insurance industry
Location		
Kolkata		
Key Responsibility of the Role		
<p>This position will be an integral part of the HR team and will be responsible for:-</p> <ol style="list-style-type: none"> 1. Delivery of Technical Training Programmes 2. Key Deliverables of Core HR processes for the region 		
Delivery of Technical Training Programmes		
<ul style="list-style-type: none"> • Delivery of Products, Process & System specific training to SP's/Agents • Should possess in depth technical knowledge of General Insurance products for Retail and should have delivered training at all levels. • Good technical knowledge of some of the following products is essential : <ul style="list-style-type: none"> ○ Long Term Home Insurance ○ Health Insurance ○ Motor Private Car Insurance ○ Motor Two Wheeler Insurance ○ Personal Accident ○ Baggage Insurance Policy • Responsible for designing, developing and delivering training programmes. • Good understanding of the different learning methodologies and their effectiveness • Responsible for designing delivery mechanism. • Delivering process training to Claims, Operations & Underwriting Team. • Delivering training on GI Products for Retail to employees • Assessing learning gaps and identification of learning needs • Delivery of new employee orientation program for all new joiners in the region (typically once a month) 		
The role would require the incumbent to travel for about 10-12 days in a month.		
Analysis of Training Needs and Training Evaluation Exercises		
<ul style="list-style-type: none"> • Conducting training evaluation, in line with corporate training evaluation philosophy • Assessment and identification of training needs/gaps for product training 		
Content Creation and Design of Training programmes pertaining to GI Products		
<ul style="list-style-type: none"> • Creation and design of content for the product training programmes • Collaborate with content team in order to improvise and create new learning modules. • Conducting competitor analysis • Work closely with underwriting and sales teams in order to improvise product training design in accordance with changes in the product and customer feedback 		
Execution and Facilitation of Core HR Processes		
Key responsibility areas for the incumbent would include:		
<ol style="list-style-type: none"> 1. Talent Acquisition & On Boarding: 		

- Responsible for manpower requirements of the region
- Responsible for joining formalities at the base location.
- Work closely with the HR lead at corporate for campus hiring and represent HR in campus recruitments in the region.

2. HR Process Facilitation and Training

- To handhold employees in the region (Branch Manager/ Vertical Heads of Sales, Operations Underwriting and Claims) at the branches in the HR processes, viz.
 - Performance Management System
 - Promotions
 - Confirmations
 - Transfer
 - Relieving
- Process compliance from branches is very important. The role holder will be required to do bottom-up follow-up
- Drive employee engagement activities and culture initiative rollout in the region
- Sensitize employees specially Branch Manager, Branch Ops and Branch Sales Head on labour laws and compliances.
- Required to act as effective back up for HR Business Partner whenever required

3. Employee Champion

- Maintaining employee connect and good employee relations
- Resolving employee queries & grievances
- Provide ground level feedback to Head Office
- Be part of all interviews as HR panel member in I2

Project Management of Assigned Projects

- Overall Project Management of the Learning/ Core HR project assigned to the Role Holder
- Linking the projects to Company's bottom line
- Managing overall Logistics planning & budget.

INFORMATION TECHNOLOGY

POSITION ID	JOB TITLE	WILL REPORT TO
ITS03048	Manager – Information Management	Assistant Vice President – Enterprise Information Management
ELIGIBILITY		
Required Qualification	Required Experience	
a) Essential ✓ Bachelors degree or higher in IT, Management or equivalent b) Preferred ✓ Masters in Business Administration ✓ Associate / Fellowship in General Insurance from a recognised and reputed institution ✓ A combination of the above qualifications will be an advantage	✓ 6 – 8 years of experience, all in IT ✓ At least 5 years of experience in Data Warehouse and/or Business Intelligence ✓ Exposure to large Data warehouse sizes in the range of 50 TB + ✓ General Insurance domain exposure ✓ Skills in managing the MIS & Report distribution through different channels including automatic report bursting on mobile end user devices ✓ Ability to work under pressure, provide production level support to the organization as required during peak times ✓ Ability to work with minimum supervision	
Location		
Mumbai		
Key Responsibility of the Role		
<ol style="list-style-type: none"> 1. Responsible for ensuring that the data warehouse, data marts, data management, business intelligence & reporting tools/applications are implemented successfully and properly in a timely manner to meet the business needs. 2. Ensure that the data-warehouse is designed using the best practices. Review and design the data models & schemas for appropriateness to business needs by working closely with the business teams. 3. Responsible for ensuring that the current and future business requirements around analytics, MIS and reporting are met. 4. Responsible for implementation of a robust ETL Framework. 5. Work closely with the IT partner in establishing a strong working relationship. 6. Ensure that any breach of SLAs by the IT partner are escalated and managed in an appropriate and timely manner with minimum disruption to the operation of the business regularly review and audit the performance of the IT vendor against the terms and conditions as defined and agreed. 7. Constantly seek to get feedback from the business and users of the IT services and take appropriate corrective actions. 8. Conceptualize and drive the delivery of Business Dashboards. 		

Internal Audit, Control & Risk

POSITION ID	JOB TITLE	WILL REPORT TO
IAC03002	Executive/Sr. Executive / Assistant Manager –Internal Audit	Deputy Manager - Internal Audit
ELIGIBILITY		
Required Qualification	Required Experience	
A Graduate Degree in any field. Preferred: Insurance/ Internal Audit Qualifications	1-3+ years of internal audit experience The candidate should : <ul style="list-style-type: none"> - Be self- driven and a proactive learner. - Display a positive and objective attitude. - Have good interpersonal and communication skills - Possess adequate IT skills and capable of working in an IT driven environment. - Have diligent and accurate recording and reporting skills. Display ability to be a team player Experience in General Insurance preferred.	
Location		
Mumbai Corporate Office		
Key Responsibility of the Role		
Key Responsibilities <ul style="list-style-type: none"> • To conduct reviews as allotted by SVP / AVP / DM (Internal Audit) • To report findings and recommendations in an internal audit report on a timely basis for improving the organization’s operations, in terms of both efficient and effective performance • To follow-up audit findings and recommendations as per target completion date. • To escalate any significant concerns • To co-ordinate and assist the audit activities organized by the external auditors, regulators etc. • To assist with filing, indexing of audit reports, recommendation trackers, and action taken reports. • To assist in follow-up of audit issues, closure of audit reports. • To assist in review of Audit Manual / Audit Policy / other process documents • Any other duties assigned in the scope of Risk management and internal audit. 		

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Legal & Compliance

POSITION ID	JOB TITLE	WILL REPORT TO
CMP02002	Senior Manager – Legal	Head-Legal, Compliance & Company Secretary
ELIGIBILITY		
Required Qualification	Required Experience	
LL.B.	Total experience of 6-10 years or more with atleast 5 years in Corporate Legal Function. Additional exposure in Law Firm /Insurance Industry preferred.	
Location		
Mumbai-Head Office		
Key Responsibility of the Role		
<p><u>Legal</u></p> <ul style="list-style-type: none"> ➤ Assist the Head-Legal in discharging functions of a Legal department. ➤ Assist internal departments in finalizing Agreements/documentation. ➤ Contract Management and documentation. ➤ Managing timely responses to Legal Notices/Ombudsman matters/consumer Court matters and other litigations faced by the Company. ➤ Compliance with tendering / bidding / CVC guidelines / Commercial contracts ➤ Compliance with Labour Laws <p>PROCESS</p> <ul style="list-style-type: none"> ➤ To set up systems, manuals and processes to run an efficient compliance & legal function. <p>CUSTOMER</p> <ul style="list-style-type: none"> ➤ Build network with internal customers within the organization. ➤ Ensure internal customer satisfaction by providing quality and timely feedback / response. <p>KEY CRITICAL COMPETENCIES</p> <p>Self Motivation, willing to work independently, conversant with Insurance Laws and Procedures, grievance handling with regulatory viewpoint and insight. Ability to independently handle Legal affairs of a Company.</p>		

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Operations

POSITION ID	JOB TITLE	WILL REPORT TO
OPS03005	Branch Operations Head (Grade: Asst. Manager/Sr. Executive)	Branch Manager
ELIGIBILITY		
Required Qualification		Required Experience
<p>Essential – Graduation/Post Graduation in any faculty from a recognised University/Institution. Strong knowledge of various technology platforms and orientation to modern word-processing and spreadsheet tools.</p> <p>Preferred – Insurance qualifications like Licentiate/Associate from Insurance Institute of India or any Diploma or Certification course from reputed University/Institution Proficiency in Word, XL, Power-point, Microsoft Access.</p>		<p>Essential – Minimum 2 years of experience in an Insurance Company/BPO industry.</p> <p>Preferred – Work experience in a General Insurance industry.</p>
Location (No. Of Vacancies : 10)		
Cannanore (Kannur) : (1), Kolhapur (1), Thane (1), Noida(1), Puducherry(1), Mangalore(1), Rajkot (1), Gurgaon(1), Patiala(1), Shimla(1), Shillong(1), Durgapur(1), Gulbarga(1), Bhilai(1), Meerut(1), Karnal(1), Jammu(1), Bareilly(1), Bikaner(1)		
Key Responsibility of the Role		
<ol style="list-style-type: none"> 1. Implement work processes; make use of Company’s systems and software for issuance of policies, post policy endorsements and servicing for all lines of business from the location. 2. Provide live support to Customer Service Executives on Technical, Systems and IT issues to resolve their matters & timely escalate the same to relevant authorities to provide fast solutions. 3. Define KRAs, KPIs, targets, performance measures for Team and monitor productivity on a scheduled basis. 4. Identify training needs, design training courses, set training schedules, and conduct training sessions for the Operations team in branches. 5. Report to superiors on defined frequency in the manner laid down. 6. Ensure a zero defect policy issuance and post policy issuance activities. 7. Provide efficient Claims services, smooth coordination, follow-up and assistance to service providers. 8. Manage facilities and general administration of the office for smooth business environment and ensure legal and statutory obligations are met at all times. 9. Provide IT, Training, Logistics support to SBI Branches and other Intermediaries for business growth. 10. Support HO-HR in implementation of HR administration at the location. 11. Identify process deficiencies and hindrances, do root cause analysis, work solutions and discuss them with superiors. 12. Play a change manager while implementing new processes when called for. 		

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Sales & Marketing

Position ID	Job Title	Reporting to
DIS02007	Branch Manager (in the grade of Manager/Deputy Manager)	SVP (Sales & Marketing) dotted line to SVP Operations and SVP- Underwriter
Eligibility		
Required Qualifications	Required Experience	
Graduation in any stream	Minimum of 3 years in General Insurance industry	
Desired Qualification	Desired Experience	
Post Graduate/MBA with specialization in Marketing or Finance/AIII/FIII	Minimum of 7 years experience in Sales & Marketing with at least 5 years in General Insurance industry	
Locations(No. of Vacancies)		
Madurai, Jalandhar, Varanasi, Kozhikode, Tiruchirapalli, Gwalior, Patiala, Kolhapur, Gurgaon, Shimla, Shillong, Kanpur, Puducherry, Nashik, Durgapur, Noida, Meerut, Bikaner, Gulburga, Mangalore, Bhillai, Karnal, Jammu and Bareilly		
Key Responsibility of the role		
<ul style="list-style-type: none"> • Head of the Branch from customer/bank/agency perspective • Branch Sales and Expenses budgets; top line and bottom line targets. • Responsible for end-to-end Sales process from quote generation through to policy issuance in the branch including compliance with processes and delivery against established turnaround times. • Implementation of Product Penetration and Channel and Segment Development plans in the branch. • Ensure a zero defect policy issuance and post policy issuance activities. • Implement work processes; Ensure use of Company's systems and software for issuance of policies, post policy endorsements and servicing for all lines of business from the location. • Not responsible for Claims & Underwriting decision making. • Responsible for Claims/Underwriting Compliance related aspects. • Recruitment of team members at branch (as per approved recruitment process) in conjunction with the HR and relevant functional expert, in line with manpower plan. • Recruitment of Specified Persons and Agents • Implement Branch Budgeting, Handling Audit observations /Risk management /Customer service issues /Planning /Compliance/Policy cycle for Corporate, Retail & SME products (Also give ground up inputs to Segment VP/SVP-Sales & Marketing) • Manage facilities and general administration of the office for smooth business environment and ensure legal and statutory obligations are met at all times through Branch Operations. 		

Position Id	Job Title	Will Report to
DIS02012	Secretarial Assistant	Senior Vice President – Bancassurance Sales Channel
Eligibility		
Required Qualifications	Required Experience	
Graduate / Post Graduate	<ul style="list-style-type: none"> • 1-3 years of experience in Financial Services, preferably in General Insurance in a Secretarial profile. • Advanced knowledge of MS Office is required • Should be excellent at number crunching 	
Key Responsibility of the role		
<ul style="list-style-type: none"> • To coordinate with segment sales staff across branches relating to sales figures • To draw high-quality analytics - segment budget v/s achievement reflecting previous trends • To collate segment specific sales priority items which requires sharp focus at the corporate centre in terms of any sort of resolution • To prepare powerpoint presentations • To take care of Head of Department's calendar, schedule meetings, look after his travel plans etc • Should be hard working and with analytical bent of mind 		
Location		
Mumbai Head Office (Andheri East)		

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Retail Sales

Position ID	Job Title	Will Report to
DIS09042	Unit Manager Agency Retail (Executive/Senior Executive)	Assistant Manager/Deputy Manager/Manager Retail at SBI General Branch
Eligibility		
Required Qualifications		Required Experience
Graduate/Post specialization in Marketing/AIII	Graduate/MBA with	Minimum of 2 years experience in marketing with at least 1 year in Insurance industry
Key Responsibility of the role		
<ul style="list-style-type: none"> • Identifying and enrolling potential/ existing agents/ auto dealers/ travel agents in the respective area to build retail business • Ensuring IRDA certification/ license of each acquired agent • Ensure activation of each acquired agents by working very closely with all agents • Activate licensed agents through mobilization of minimum premium in stipulated time • Agent performance tracking should be done regularly on assigned parameters • Maximize mobilization through regular follow-ups & strengthening of relationships with agents • Ensuring constant updating of team and agent's knowledge on new products and underwriting policies • Should ensure effective launch of all promotional campaigns in the channel 		
Location (1 vacancy each)		
Agra, Ahmedabad, Bangalore, Bhubaneswar, Chennai, Coimbatore, Dehardun, Goa, Guwahati, Hubli, Hyderabad, Jaipur, Jodhpur, Kochi, Kolkata, Lucknow, Ludhiana, Mumbai, Nagpur, New Delhi, Patna, Pune, Ranchi, Rourkela, Siliguri, Tirupati, Trivandrum, Udaipur, Vijayawada, Vizag, Surat		

POSITION ID	Job Title	Will Report to
DIS09040	Executive (Retail)	Assistant Manager/Deputy Manager in the Branch
Eligibility		
Required Qualifications	Required Experience	
Graduate/Post Graduate/MBA with specialization in Marketing/AIII	0-2 years experience in a Financial Sector. Persons having knowledge of General Insurance will be preferred. Knowledge of MS Excel will be preferred. Experience in Banc assurance channel in any General Insurance company will be preferred.	
Key Responsibility of the role		
<ul style="list-style-type: none"> • Responsible for selling SBI General Retail products like Long Term Home, Loan Care etc. through 2 channels: <ul style="list-style-type: none"> ○ SBI Retail credit Processing Centre ○ SBI Loan disbursal branches • Responsible for attaining maximum penetration in both the channels • Responsible for process adherence as per SBI General guidelines and flawless documentation <ul style="list-style-type: none"> ○ Capturing complete and correct data from the customer ○ System entry of the data ○ KYC norm implementation where applicable • Responsible for handling customer query and complaint in the channel where he/she is posted 		
Location(1 vacancy each)		
Agra, Ahmedabad, Bangalore, Baroda, Bhubaneswar, Chandigarh, Chennai, Dehardun, Guwahati, Indore, Jabalpur, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Trivandrum, Udaipur, Vijayawada, Vizag, Surat, Guwalior		

Position ID	Job Title	Will Report to
DIS06033	Assistant Manager/Deputy Manager – Agency (Retail)	Senior Manager/Manager/ - Retail
Eligibility		
Required Qualifications		Required Experience
Graduate/Post Graduate/MBA with specialization in Marketing/AIII		Minimum of (2 yrs for Assistant Manager and 3 for Deputy manager) years experience in marketing with at least 1 year in Insurance industry.
Key Responsibility of the role		
<ul style="list-style-type: none"> • Identifying and enrolling potential/ existing agents/ auto dealers/ travel agents in the respective area to build retail business • Ensuring IRDA certification/ license of each acquired agent • Induction/training of each acquired agent on product and processes • Ensure activation of each acquired agents by working very closely with all agents • Activate licensed agents through mobilization of minimum premium in stipulated time • Agent performance tracking should be done regularly on assigned parameters • Maximize mobilization through regular follow-ups & strengthening of relationships with agents • Balance agency channel's portfolio within various classes of business and ensure profitability • Ensuring constant updating of team and agent's knowledge on new products and underwriting policies • Should ensure effective launch of all promotional campaigns in the channel 		
Location(No. of Vacancies)		
Tirupathi (1), Ahmedabad(1), Bhopal(1), Gwalior(1), Mumbai (1)		

Position ID	Job Title	Will Report to
DIS 06024	Assistant Manager – Bancassurance	Manager Retail Business at SBI General Branch
Eligibility		
Required Qualifications	Required Experience	
Graduate/Post Graduate/MBA with specialization in Marketing/AIII	Minimum of 5 years experience in marketing with at least 3 years in Insurance industry.	
Key Responsibility of the role		
<ul style="list-style-type: none"> • Ensuring strong relationship with bank branches and credit processing centres • Ensuring achievement of GWP budget product wise • Regular product and soft skill training to specified persons across branch network of the bank and credit processing centres • Should ensure effective launch of all promotional campaigns in the channel • Should devise strategy to ensure high product penetration in each bancassurance channel • Regular review of sales team and bancassurance partner in understanding product penetration. 		
Location		
Guwahati (1)		

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SME Sales

Position ID	Job Title	Will Report to
DIS06031	Assistant Manager - Bancassurance (SME - Small and Medium Enterprise)	Senior Manager/Manager/Deputy Manager - SME at SBI General Branch
Eligibility		
Required Qualifications		Required Experience
Graduate/Post specialization in Marketing/AIII	Graduate/MBA with	Minimum 2 years experience in the General Insurance industry.
Key Responsibility of the role		
<ul style="list-style-type: none"> • Ensuring strong relationship with bank branches and credit processing centres • Regular product and soft skill training to specified persons across branch network of the bank and credit processing centres • Should ensure effective launch of all promotional campaigns in the channel • Should devise strategy to ensure high product penetration in the Segment • Regular review of sales team and Bancassurance partner in understanding product penetration • Driving & monitoring the sales force for achievement of the budget. 		
Location(No. of Vacancies)		
Ranchi (1), Mumbai(1), Hyderabad(1), Chennai(1), Jaipur(1)		

Position ID	Job Title	Will Report to
DIS09043	Unit Manager Agency (SME – Small & Medium Enterprise) (Executive/Senior Executive)	Assistant Manager/Deputy Manager/Manager SME at SBI General Branch
Eligibility		
Required Qualifications		Required Experience
Graduate/Post Graduate/MBA with specialization in Marketing/AIII		Minimum of 2 years experience in marketing with at least 1 year in Insurance industry
Key Responsibility of the role		
<ul style="list-style-type: none"> • Identifying and enrolling potential/ existing agents/ auto dealers/ travel agents in the respective area to build agency business • Ensuring IRDA certification/ license of each acquired agent • Ensure activation of each acquired agents by working very closely with all agents • Activate licensed agents through mobilization of minimum premium in stipulated time • Agent performance tracking should be done regularly on assigned parameters • Maximize mobilization through regular follow-ups & strengthening of relationships with agents • Ensuring constant updating of team and agent’s knowledge on new products and underwriting policies • Should ensure effective launch of all promotional campaigns in the channel 		
Location(1 vacancy each)		
Pune, Ahmedabad, Jaipur, Coimbatore, Chandigarh, Bhopal, Nagpur, Vizag		

POSITION ID	Job Title	Will Report to
DIS09041	Executive (SME - Small & Medium Enterprise)	Assistant Manager/Deputy Manager SME in the Branch
Eligibility		
Required Qualifications	Required Experience	
Graduate/Post Graduate/MBA with specialization in Marketing/AIII	0-2 years experience in a Financial Sector. Persons having knowledge of General Insurance will be preferred. Knowledge of MS Excel will be preferred. Experience in Banc assurance channel in any General Insurance company will be preferred.	
Key Responsibility of the role		
<ol style="list-style-type: none"> 1. Developing relationship with Bank's staff at SBI's Credit Processing Centres. Coordinating with SPs, for getting detailed information for quote generation. 2. Keeping a track of Renewals as well as new loan sanctions and arranging for Insurance quotation for the same. 3. Capturing data in system for quote after creating customer ID/supporting the SPs on the same. 4. Ensuring relevant details are transmitted to SBI General for policy issuance. 5. Regular follow up with SPs on conversion of leads 		
Location(1 Vacancy each)		
Bangalore, Pune, New Delhi, Ahmedabad, Kolkata, Chennai, Chandigarh, Bhopal, Nagpur		

Position ID	Job Title	Will Report to
DIS06034	Assistant Manager - Agency (SME)	Senior Manager/Manager- SME at SBI General Branch
Eligibility		
Required Qualifications	Required Experience	
Graduate/Post Graduate/MBA with specialization in Marketing/AIII	Minimum of 4 years of experience in Marketing with at least 2 years experience in the General Insurance industry.	
Key Responsibility of the role		
<p>Generate business from various non banca channels like agency, direct, broking, tie up with associations etc and involves the following activities:</p> <ol style="list-style-type: none"> 1. Identifying and enrolling potential/ existing agents/ travel agents/brokers/associations 2. Visit the brokers at regular interval and generate business through them 3. Ensuring IRDA certification/ license of each acquired agent 4. Induction/training of each acquired agent on product and processes 5. Guide the agents to maximize business procurement and ensure superior customer service 6. Regular Agent performance tracking on assigned parameters relating to company's underwriting guidelines & sales targets 7. Ensuring constant updating of team and agents' knowledge on new products and underwriting policies. 8. Ensure profitability of various channels. 		
Location (No. of Vacancies)		
Hyderabad(1), Mumbai (1), Bangalore(1)		

Position ID	Job Title	Will Report to
DIS 05027	Deputy Manager/Manager - SME	SBI General Branch Manager and Senior SME Distribution Group at Corporate office
ELIGIBILITY		
Required Qualifications	Required Experience	
Graduate/Post Graduate/MBA with specialization in Marketing/AIII	Minimum of (3 yrs for Deputy manager and 5 years for manager)of experience in Sales and Marketing with at least 3 years experience in General Insurance industry	
Key Responsibility of the role		
<ul style="list-style-type: none"> Analysing SME business potential & planning and executing strategies to drive distribution through Bancassurance and agency channels Building SME business through SBI branch network, SBI Credit Processing Centres and SBI subsidiary companies Identifying and pursuing new business opportunities within the designated branch region Preparing & monitoring periodic sales targets & driving sales initiatives to achieve business goals Planning & organizing product promotion activities & also finalizing new strategies for product launch Organizing regular training programs for Channel Partners and Sales team using effective sales presentation techniques Responsible for the P& L of the Segment 		
Vacancies and Location		
Bangalore(1 Manager), Vizag (1 Deputy Manager)		

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STRATEGY, INFORMATION & PERFORMANCE

POSITION ID	JOB TITLE	WILL REPORT TO
STR 03004	Sr. Manager/Manager – Business Intelligence(BI) Requirements	AVP – Data Quality & Business Intelligence
ELIGIBILITY		
Required Qualification	Required Experience	
MBA/PGDM preferably in Insurance Insurance related certifications desirable	Atleast 8-10 Years of relevant experience in general insurance Industry or in a Consulting role for GI companies and worked in the reporting and analysis space.	
Location		
Mumbai		
Key Responsibility of the Role		
<ul style="list-style-type: none"> • Carry complete responsibility for visualising and documenting end to end reporting requirements of business departments which meet their needs and specifications. • Based on business and other department broad needs, develop detailed reporting templates and gain acceptance from the business departments. Visualise reports that may have not been requested by the business departments and initiate efforts to persuade the departments to build these reports. • Understand the existing reporting platform and gain complete understanding on the reports that have been delivered and the ones which are planned for future delivery. • . Proactively identify reporting gaps due to departmental perspective that need to be closed through development of new reports or modification of existing reports. • Work independently to suggest probable areas of investigation and conduct fact based research and analysis on business processes and the data produced from these processes and advise your Supervisor/Department Head on significant business problems & solutions • Support and guide junior resources in day to day work and develop knowledge and skills in reporting area 		

POSITION ID	JOB TITLE	WILL REPORT TO
STR 04001	Manager/DM – Business Intelligence(BI) Requirements	Sr. Manager – Business Intelligence Requirements
ELIGIBILITY		
Required Qualification	Required Experience	
MBA/PGDM Preferably in Insurance Insurance related certifications desirable	Atleast 4-7 Years of relevant experience in general insurance Industry or in a Consulting role for GI companies and worked in the reporting and analysis space.	
Location		
Mumbai		
Key Responsibility of the Role		
<ul style="list-style-type: none"> • Visualising and documenting end to end reporting requirements of business departments which meet their needs and specifications. • Based on business and other department broad needs, develop detailed reporting templates and gain acceptance from the business departments. Visualise reports that may have not been requested by the business departments and initiate efforts to persuade the departments to build these reports. • Understand the existing reporting platform and gain complete understanding on the reports that have been delivered and the ones which are planned for future delivery. • . Proactively identify reporting gaps due to departmental perspective that need to be closed through development of new reports or modification of existing reports. • Work independently to suggest probable areas of investigation and conduct fact based research and analysis on business processes and the data produced from these processes and advise your Supervisor on significant business problems & solutions • Work on maintaining the Enterprise Data Dictionary to ensure all data used in reports are consistently and clearly defined. • Participate in testing reports and ensure that it is fit for business use. 		

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UNDERWRITING & REINSURANCE

POSITION ID	JOB TITLE	WILL REPORT TO
UTG 05004	Sr. Executive/ Executive- Underwriting (Retail)	Branch Underwriting Manager
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate / Post Graduate preferably in Business Administration. All / FIII will be preferred	2-3 years of General Insurance Experience at operational level. Must have knowledge of underwriting processes and implementation.	
Locations (4)		
LUCKNOW, CHANDIGARH, JAIPUR, MUMBAI		
Key Responsibility of the Role		
As a member of the Underwriting Team, this role is accountable for overseeing the provision of technical underwriting, referral management, support and guidance within the branch, for retail, to enable the business to achieve targeted objectives.		

POSITION ID	JOB TITLE	WILL REPORT TO
UTG 05005	Sr. Executive/ Executive- Underwriting (Corporate & SME)	Branch Underwriting Manager
ELIGIBILITY		
Required Qualification	Required Experience	
Graduate / Post Graduate preferably in Business Administration. All / FIII will be preferred	2-3 years of General Insurance Experience at operational level. Must have knowledge of underwriting processes and implementation.	
Location (1)		
COIMBATORE		
Key Responsibility of the Role		
As a member of the Underwriting Team, this role is accountable for overseeing the provision of technical underwriting, referral management, support and guidance within the branch, for Corporate & SME, to enable the business to achieve targeted objectives.		

POSITION ID	JOB TITLE	WILL REPORT TO
UTG 05003	Assistant Manager- Underwriting	Branch Manager (Administratively)
ELIGIBILITY		
Required Qualification		Required Experience
Graduate / Post Graduate preferably in Business Administration. All / FIII will be preferred		6-8 years of General Insurance Experience in Underwriting at Regional / Branch level.
Locations (5)		
GUWAHATI, RAIPUR, DEHRADUN, JODHPUR/UDAIPUR, COIMBATORE		
Key Responsibility of the Role		
Responsible for growth and profitability of the Underwriting portfolio at the branch. Provide technical underwriting guidance and direction to Distribution and Underwriting staff as well as Intermediaries. Consider and determine appropriate actions for renewal business. Ensure that branch underwriting operations utilise and adhere to all underwriting philosophies, policies and guidelines to support a disciplined underwriting environment.		

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