

Sales Support Executive



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Apeiron Group is the leading international resource for Professionals serving High Net Worth (HNW) Individuals in wealth allocation, protection, and succession advisory. With more than 2 decades of experience in the International Ultra/HNW Life Insurance distribution and advisory sector, Apeiron is now driving the industry forward through creation and implementation of insurance technology, a first of its kind in our area of practice.

The individual will be highly involved with the UAE team who works as a liaison between our business development team, referral partners and their clients and our operations team in servicing and documentation. You are to ensure that the submitted documentation are complete, aligned with the Operations process and requirements to assist the case management team to efficiently submit the case smoothly for your partners. You are to support a few Business Development Manager in any admin, follow-up of cases, presentations, and enquiries. Position is based in Dubai. Position reports to the Business Development Directors

Duties and Responsibilities

Sales Support

- Assist the Business Development Director in preparing materials for business meeting
- Preparation of training / presentation slides for partners
- Training our partners in products and services
- Is the pillar and support for the Business Development Directors when he/she are on business travels
- Assist the Business Development Director to follow-up on cases with our partners and operations team to ensure an efficient submission

Operations Support

- Individual will mainly liaise with our Business Development team and referral partners to assist the operations team in gathering of required financial, KYC, medical documents, underwriting requirements, and other necessary documents, especially critical for placement of insurance policies.
- Develop strong understanding of our internal process, flow and requirements
- Assist and ensure a smooth flow of process between our partners and our operations team
- Preparation of application forms for Partners
- Data entry to ensure all information are up to date

Product Support

- Ensure that the product on drive and internal portal are all up to date
- Be aware of latest product updates from carriers and update accordingly
- Preparation of product & operations training material and presentations
- Conduct product presentation to internal team / partners in English
- Provides support and enquiries from Partners and operations department
- Consistently and accurately track incoming email inquiries from internal and external stakeholders and ensure that the inquiries are answered promptly

Administration

- Supporting sales support and office administration

Qualifications/Requirements:

Education

- Bachelor Degree Certificate is preferred

Experience

- Exceptional Administrative skills are needed, in addition to at least one year of progressive work
- Experience in an Insurance / Financial institution. Strong computer skills, strong knowledge with Microsoft Office is required

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Personal requirements:

- Individual with sales commercial thinking to assist business development managers and referral partners is an added value
- Strong with processes and flow to ensure efficiency with operations team
- Requires an individual with strong organizational ability who manages time and priorities well.
- Meticulous, ability to be precise and accurate. Must communicate effectively, both verbally and in writing.
- Assertiveness with a tactful, direct approach is necessary. Possess the ability to exercise critical thinking, problem solving and judgment. Must work well independently and as a member of the Apeiron Group team.
- Able to work with tight deadlines, producing efficient work in a multi-task environment
- Dynamic and positive attitude, keen to learn.
- Must maintain strict confidentiality at all times, both in and out of the workplace.

Language Ability:

- Apeiron is an English-speaking environment, proficient spoken and written English is mandatory.

Apeiron Group is an Equal Opportunity Employer.

This job description is not intended to limit the responsibilities on an employee assigned to this position to those duties listed above.

The employee is expected to follow any other instructions and perform any other duties requested by the immediate supervisor or company management. The level of involvement may vary based on company and individual capabilities.

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