

Job Scope of HR and Car/Admin (General insurance Specialist)

1 Sale(40%)

1.1.1 Cold-Calling of HR

1.1.2 Listen to phone Call for Car incoming Call and claims

1.1.3 and Quotation of Car insurance and reply to customer

2 Admin issue(60%)

2.1.1 Listen and settle some Claim and Admin issue and Accounting

2.1.2 Mass Email to HR Prospect and Car Prospect

2.1.3 Update of daily activities

2.1.4 Discuss with Tommy how to increase sale and appointments

3 Working Hr

3.1.1 9.30am -12.0pm and 1.00pm-5.30pm

3.1.2 Singapore holiday

4 Tool(Inbound and Outbound Tool)

4.1.1 Recorder provided by Coordinator

4.1.2 Calling System(Smartvoip) is needed

4.1.3 Teamviewer is needed

4.1.4 Leads will provide by coordinator.

4.1.5 Email will use our Email.

4.1.6 We need a Singapore line to divert to Philippine line.

5 Expectation:

5.1.1 10 HR met appointment per month

5.1.2 Car closure 20% of the total cost.

5.1.3 Settle all admin within 3 day.

5.1.4 Every month email the prospect for HR and Car 3 time per month.

5.1.5 Settle all claim and admin daily

5.1.6 Proper Record System

5.1.7 When Tommy Call, I would like to have a fast reply

5.1.8 If got problem, don't hide tell me straight and together we solve the problem together.

5.1.9 No double working in other project in the same time.

5.1.10 Key Measuring

5.1.10.1 Appointment for Car and HR

5.1.10.2 Item settle for admin, claim, database send, emailing,

5.1.10.3 Accounting done(Payment collected within 2 month)

6 **Attitude To do the Job**

6.1.1 **Discipline**

6.1.2 **Keep to word**

6.1.3 **Focus**

6.1.4 **Honest**

6.1.5 **No procrastination**

6.1.6 **Don't know must ask.**

6.1.7 **Auto pilot(No pushing is needed)**

6.1.8 **Willing to learn**

7 Dialer/Recorder/ Email/Teamviewer is self provided by us. You just need to find your own leads and a dialer for my Singapore number to divert to u.

8 Payment will be paid by 7th of every month through western union. Transfer fee will be absorb by us.

9 Coordinator had to have a proper recording system. We will follow Singapore holiday with a working day and calendar. Late due to certain reason. Coordinator was to make up the timing.

10 There will be a probation of 3 days before confirmation.

11 Compensation

11.1 S\$2.5/ hr

11.2 S\$3/ met appointment

11.3 1 month bonus will be paid out before christmas

11.4 Long Term Reward:

11.4.1 1 year of working – additional 1 month of 1st drawn paid

11.4.2 5 year of working – additional 6 month of 1st drawn paid

11.4.3 10 year of working- additional 13 month of last drawn paid

12. Overall, without following the above, tommychew have the right to exercise no payment to the agent