

## **JOB DESCRIPTION**

**Job Title:** Risk Surveyor

**Reports to:** Unit Manager - Underwriting

**Department:** Underwriting

**Job Summary:** The role will be responsible for conducting risk surveys for business insured by the company and provide risk management measures to the underwriting team to minimize the exposures as per the company underwriting guidelines.

### **Duties and Responsibilities:**

- Visiting sites alone or with underwriters
- Assessing and evaluating risk to buildings, employees, or customers by undertaking appropriate research.
- Carrying out detailed site surveys.
- Writing and proofreading reports for underwriters.
- Providing advice to clients and making recommendations about required improvements.
- Assigning quality grades after improvements have been made.
- Liaising with health and safety inspectors, clients, insurance brokers and underwriters.
- Collecting photographs as evidence.
- Attend to clients and resolve complaints.

### **Job Holder Specifications**

#### ***Knowledge, skills and Abilities***

- Have Industry Knowledge
- Computer skills
- Analytical skills
- Communication skills
- Good interpersonal skill
- Knowledge on market trends
- Commercial awareness
- Diplomacy and negotiation skills
- Strong time management skills
- The ability to work effectively under pressure.
- Organizational skills
- Problem-solving skills
- Teamwork as well as the ability to work independently.
- Communication skills to explain complex ideas to people from a variety of backgrounds.
- Attention to detail.

### **Credentials and Experience**

- Degree in BSC Engineering or related field



- Engineering experience in plant/industrial, mechatronics, electrical or structural.
- Diploma in insurance ACII OR AIIK or progress in completion Or Diploma in risk management added advantage.
- At least 5 years with a risk survey company or insurance company as a risk surveyor.

#### **Key Performance Indicators**

- Survey reports completed.
- Quotations obtained.
- Engagement with service providers.
- Trainings to underwriters done.
- Payments to external surveyors done on time.
- Resurveys done and recommendations implemented.

#### **Application Procedure:**

If you meet the above minimum requirements, send your c.v to [careers@gakenya.com](mailto:careers@gakenya.com) indicate the position applied for on the email subject line to be received on or before 22<sup>nd</sup> May 2023. Only shortlisted candidates will be contacted.