



Notice for Job Opportunity: 23 Full Time Positions

Pro- Insurance Brokerage Firm is a reputable Insurance Brokerage Firm Licensed by the Central Bank of Liberia to transact Broker insurance Business in Liberia. Authorize to own office in Liberia in compliance with the new Financial Act of 2023. Pro Insurance is seeking for qualified, Skillful and Experience Applicant to strengthen its operation in Liberia.

Open Positions

1. Marketing Officer (12 Positions)
2. Technical Underwriting Officer (1 Position)
3. Reinsurance and Claim Officer (1 Position)
4. Administrative Assistant (1 Position)
5. Finance / Account Officer (1 Position)
6. Information Technology Specialist (1 Position)
7. Dispatcher (1 Position)
8. Secretary / Receptionist (1 Position)
9. Cleaner / Office Keeper (1 Position)
10. Security Officer (1 Position)
11. Legal Team (Company's Legal Counsel)
12. Internal Lawyer (1 Position)

Qualification

Must be a college or university graduate and obtain a degree in management, finance, accounting, or sociology.

Must be only a high school graduate for the position of cleaner, office keeper, or security.

Knowledge and Skill.

Any applicant with a first college or university degree must be proficient in the use of information technology tools and software (Outlook, MS Word, MS Excel, MS Power Point, etc.).

Work Experience

The applicant must possess at least 2 years of work experience in the area of competence.

Must be able to present a report or craft a report in the area of application.

How to Apply

All applications must be submitted as stated below:

- 1 cover letter and 3 references
- 1 CV (Curriculum Vitae.)
- 1 Recent Passport-Size Photo
- 1 Letter of Recommendation

Application Submission Details

All applications must be submitted via email to the following address:
info@proinsuranceinc.com.

For more information or assistance, please call the following phone numbers:
+231- 88 111 3083 / +231 77 834 3589