

JOB TITLE	BUSINESS DEVELOPMENT ASSISTANT – AFFILIATED AGENTS
REPORTS TO	BUSINESS DEVELOPMENT MANAGER
JOB PURPOSE: The position is responsible for driving sales through affiliated agents by recruiting, training, managing, and supporting them to effectively distribute Orient Asset Managers’ investment products.	
KEY TASKS, DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none"> Recruit, onboard, and manage affiliated sales agents. Train agents on investment products, sales processes, and compliance requirements. Set sales targets for agents and monitor performance regularly. Provide continuous coaching and motivation to agents to improve productivity. Support agents during client acquisition and onboarding. Ensure agents adhere to company policies, regulatory standards, and ethical selling practices. Resolve agent and client issues promptly and professionally. Maintain accurate records of agent performance and commissions. Submit weekly sales and activity reports. Assist in refining agent distribution strategies. 	
REQUIREMENTS <ul style="list-style-type: none"> Bachelor’s Degree in Business, Marketing, Finance, or a related field. Minimum 1 year experience in insurance sales, life products, or agency-based distribution. 	
KEY COMPETENCIES <ul style="list-style-type: none"> Leadership and people management skills. Strong communication and persuasion skills. Results-driven mindset. 	

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Sunday, January 4, 2026**.