



Career Opportunity

Star General Insurance Agents & Brokers (Bahamas) Ltd. invites qualified career-oriented individuals to join our Freeport and Nassau Team.

Sales Support Administrator

Key Accountabilities:

Supporting the day-to-day operations of the Company by providing administrative and operational assistance to our Sales and Accounts Teams.

Duties include but are not limited to:

- Assisting with the monthly insurance renewal process to ensure renewals are processed timely
- Reviewing insurance information and supporting documents for accuracy and completeness
- Entering, updating and maintaining accurate customer information into the insurance system
- Updating and maintaining electronic and physical insurance files and following up on outstanding documentation
- Assisting with the underwriting support for producers and insurance associates to ensure policy contracts are completed and issued in a timely manner
- Ensuring that any discrepancies identified are reported timely to the Sales Support Manager
- Reviewing monthly portfolios to ensure compliance with insurers' underwriting guidelines, including KYC requirements and premium pricing
- Assisting with insurers' monthly reports and ensuring reconciling items are investigated and resolved in a timely manner
- Ensuring compliance with Company policies, insurance regulations and ethical standards

Educational Qualification & Required Skills:

- Associate Degree or High School Education with a minimum of five BGCSEs
- Knowledge of the insurance industry *preferred*, but not essential
- Proficiency in Microsoft Excel and Word
- Strong communication (verbal and writing) and interpersonal skills
- Excellent organization, multi-tasking, and analytical skills
- Must be disciplined, a team player and demonstrate a strong work ethic
- Ability to work with minimal supervision

Salary and benefits commensurate with qualifications and experience for the position.

STAR GENERAL INSURANCE AGENTS AND BROKERS (BAHAMAS) LIMITED IS LICENSED AS A GENERAL BROKER AND AGENT, TO SELL INSURANCE PRODUCTS THROUGHOUT THE BAHAMAS. STAR OFFERS THE FOLLOWING PRODUCTS: PROPERTY, ENGINEERING, MOTOR, MARINE, LIABILITY AND MEDICAL MALPRACTICE. WITH AN EXPERIENCED AND QUALIFIED STAFF, STAR MAKES INSURANCE SIMPLE.

FOR ADDITIONAL INFORMATION ABOUT STAR GENERAL, PLEASE REFER TO THE WEBSITE, STARGENERALBAHAMAS.COM.

Please submit your resume to employment@stargenbahs.com by 31 October 2026.



Career Opportunity

Star General Insurance Agents & Brokers (Bahamas) Ltd. is growing and invites qualified career-oriented individuals to join our Team.

Insurance Sales Manager

Key Accountabilities:

Manage and coordinate the Sales Team, create and maintain strategic sales targets and drive revenue growth to achieve the Company's financial goals.

Duties include but are not limited to:

- Leading, coaching and motivating the Sales Team to achieve sales and business development targets
- Developing and executing sales strategies to grow new business through leads, referrals and networking and retain existing clients
- Establishing team and individual sales goals and monitoring performance against targets
- Achieving growth targets by understanding market, building strong relationships and consistently tracking and optimizing sales activities
- Building and maintaining strong relationships with new and existing clients.
- Ensuring that all sales activities comply with Company policies, insurance regulations and ethical standards
- Preparing, analyzing and monitoring sales performance reports and providing recommendations to Executive Management
- Supporting the Sales Team with complex client insurance needs and recommending the appropriate insurance solution
- Monitoring the Sales Team client receivables
- Providing updates on market trends, competitor activity and industry developments

Educational Qualification & Required Skills:

- Bachelor's degree in business administration
- Insurance Certifications (*preferred*)
- Knowledge of the insurance industry and products
- Exhibit great customer service skills
- Strong Communication (*verbal and writing*) and Interpersonal Skills
- A team player who demonstrates strong good work ethics
- Strong leadership and team building skills

Salary and benefits commensurate with qualifications and experience for the position.

STAR GENERAL INSURANCE AGENTS AND BROKERS (BAHAMAS) LIMITED IS LICENSED AS A GENERAL BROKER AND AGENT, TO SELL INSURANCE PRODUCTS THROUGHOUT THE BAHAMAS. STAR OFFERS THE FOLLOWING PRODUCTS: PROPERTY, ENGINEERING, MOTOR, MARINE, LIABILITY AND MEDICAL MALPRACTICE. WITH EXPERIENCED AND QUALIFIED STAFF, STAR MAKES INSURANCE SIMPLE.

FOR ADDITIONAL INFORMATION ABOUT STAR GENERAL, PLEASE REFER TO THE WEBSITE: STARGENERALBAHAMAS.COM

Please submit your resume to employment@stargenbahs.com by 31 October 2026.



Career Opportunity

Star General Insurance Agents & Brokers (Bahamas) Ltd. is growing and invites qualified career-oriented individuals to join our Team.

Insurance Associate

Key Accountabilities:

Supporting the day-to-day operation with responsibility for driving revenue by identifying new and existing business opportunities.

Duties include but are not limited to:

- Identifying and developing new insurance business through leads, referrals and networking
- Achieving established sales, retention and business development targets
- Assessing clients' insurance needs and recommending appropriate coverage options
- Identifying opportunities to cross-sell insurance products
- Ensuring that policy terms and conditions are accurately explained to customers
- Building and maintaining strong relationships with new and existing clients
- Ensuring that all sales activities comply with Company policies, insurance regulations and ethical standards
- Ensuring all insurance business is processed and entered into the various insurance systems in a timely manner
- Maintaining accurate client records and policy documentation
- Monitoring client receivables in accordance with the Company's policies and procedures

Educational Qualification & Required Skills:

- Associate degree or High School Education with a minimum of five BGCSEs
- Insurance Certifications (*preferred, but not essential*)
- Knowledge of the insurance industry and products
- Exhibit great customer service skills
- Strong Communication (*verbal and writing*) and Interpersonal Skills
- A team player who demonstrates strong good work ethics
- Ability to work with minimal supervision

Salary and benefits commensurate with qualifications and experience for the position.

STAR GENERAL INSURANCE AGENTS AND BROKERS (BAHAMAS) LIMITED IS LICENSED AS A GENERAL BROKER AND AGENT, TO SELL INSURANCE PRODUCTS THROUGHOUT THE BAHAMAS. STAR OFFERS THE FOLLOWING PRODUCTS: PROPERTY, ENGINEERING, MOTOR, MARINE, LIABILITY AND MEDICAL MALPRACTICE. WITH EXPERIENCED AND QUALIFIED STAFF, STAR MAKES INSURANCE SIMPLE.

FOR ADDITIONAL INFORMATION ABOUT STAR GENERAL, PLEASE REFER TO THE WEBSITE: STARGENERALBAHAMAS.COM

Please submit your resume to employment@stargenbahs.com by 31 October 2026.

www.stargeneralbahamas.com

MOTOR | HOME | COMMERCIAL | MARINE



Career Opportunity

Star General Insurance Agents & Brokers (Bahamas) Ltd. invites qualified career-oriented individual to join our Team.

Accounts Administrator

Key Accountabilities:

Supporting the day-to-day operation of the Finance Department. Duties include but are not limited to:

- Preparation of bank reconciliations
- Preparation of journal entries and monthly schedules
- Preparation of quarterly VAT filings
- Handling client and vendor inquiries
- Assisting Sales Department with client receivables and execution of finance agreements
- Assisting Sales Support with monthly account summaries for insurers and producers
- Monitoring monthly bills and actioning timely payments
- Assisting with the monthly preparation of management accounts
- Relief Cashier – Processing payments from clients for insurance premiums, issuing receipts, posting accurate payment to customer accounts, reconciling daily cash receipts

Educational Qualification & Required Skills:

- Associates Degree or a minimum of five BGCSE
- Minimum two years' work experience
- Knowledge of the insurance industry preferred but not essential
- Exhibit great customer service skills
- Strong Communication (*verbal and writing*) and Interpersonal Skills
- Must be disciplined, a team player and demonstrate a strong work ethic
- Ability to work with minimal supervision
- Proficiency in Microsoft Excel and Word

Salary and benefits commensurate with qualifications and experience for the position.

STAR GENERAL INSURANCE AGENTS AND BROKERS (BAHAMAS) LIMITED IS LICENSED AS A GENERAL BROKER AND AGENT, TO SELL INSURANCE PRODUCTS THROUGHOUT THE BAHAMAS. STAR OFFERS THE FOLLOWING PRODUCTS: PROPERTY, ENGINEERING, MOTOR, MARINE, LIABILITY AND MEDICAL MALPRACTICE. WITH AN EXPERIENCED AND QUALIFIED STAFF, STAR MAKES INSURANCE SIMPLE.

FOR ADDITIONAL INFORMATION ABOUT STAR GENERAL, PLEASE REFER TO THE WEBSITE, STARGENERALBAHAMAS.COM.

Please submit your resume to employment@stargenbahs.com by 31 October 2026.

Nassau T 242.676-0800

www.stargeneralbahamas.com

MOTOR | HOME | COMMERCIAL | MARINE



Career Opportunity

Star General Insurance Agents & Brokers (Bahamas) Ltd. invites qualified career-oriented individual to join our Nassau Team.

Cashier

Key Accountabilities:

Supporting the day-to-day operation of the Finance Department.

Duties include but are not limited to:

- Receiving and processing customer payments for insurance premiums
- Verifying payment amounts, policy information, customer details, and account balances before processing transactions
- Issuing official receipts and accurately recording all transactions in the Company's insurance system
- Reconciling cash drawer to daily receipts at the end of each business day and submitting bank deposits in accordance with Company policies
- Securing all cash, checks and other financial instruments in custody, in accordance with Company policies
- Handling customer inquiries regarding payments, receipts, balances, and payment methods
- Providing friendly, professional, and efficient service to customers
- Identifying and reporting discrepancies, payment errors, or unusual transactions to the appropriate supervisor
- Assisting Sales Support with the policy renewal process, monthly account summaries for insurers and producers and customer receivables
- Ensuring that all activities comply with Company policies, insurance and government regulations and ethical standards

Educational Qualification & Required Skills:

- Associate Degree or High School Education with a minimum of five BGCSEs
- Knowledge of the insurance industry preferred but not essential
- Exhibit great customer service skills
- Strong Communication (*verbal and writing*) and Interpersonal Skills
- Must be disciplined, a team player and demonstrate a strong work ethic
- Proficiency in Microsoft Excel and Word

Salary and benefits commensurate with qualifications and experience for the position.

STAR GENERAL INSURANCE AGENTS AND BROKERS (BAHAMAS) LIMITED IS LICENSED AS A GENERAL BROKER AND AGENT, TO SELL INSURANCE PRODUCTS THROUGHOUT THE BAHAMAS. STAR OFFERS THE FOLLOWING PRODUCTS: PROPERTY, ENGINEERING, MOTOR, MARINE, LIABILITY AND MEDICAL MALPRACTICE. WITH AN EXPERIENCED AND QUALIFIED STAFF, STAR MAKES INSURANCE SIMPLE.

FOR ADDITIONAL INFORMATION ABOUT STAR GENERAL, PLEASE REFER TO THE WEBSITE, STARGENERALBAHAMAS.COM.

Please submit your resume to employment@stargenbahs.com by 31 October 2026.