Role & Responsibility

Act for the best interest of the client with complete transparency and professionalism according to Guardian's core value and mission statement.

Submit PowerPoint presentation to all clients to understand our role and responsibilities.

Share market update and all documents related to Guardian services on website: www.gib-uae.ae

Proactive approach at all times to ensure compliance for the best interest of customers and community.

Role	Responsibility
Senior Management	• Analyze and research client's market position & financial strength.
	• Propose the right approach for risk management with the right terms and conditions.
	• Create and maintain a mutual trust relation to involve client's loyalty to Guardian Insurance Brokers.
	• Protect financial interest by tracking any financial risk from client's side & work on collection reports periodically.
	• Develop service strategy based on market needs
	• Guidance and support
	• Review results periodically
	• Monitor performance

Role	Responsibility
Underwriters	• Support on all levels to protect Guardian Insurance Brokers client's relation and maintain this relation on the required standard. • Implement strategies and apply procedures and process effectively • Background check on prospects (internet research/market feedback/licensing/visiting client's premises) • Understand clients' needs and provide advise at all times • Offer Risk Management by assessing the risk • Provide solutions to protect client's interest • Prepare market study/ proposal (compliance/matching the slip) • Check data, evaluation and ensure accuracy to protect client and Guardian Insurance Brokers • Ensure premium settlement • Propose & suggest service strategy
Admiration Team	• Support on all levels to protect GUARDIAN INSURANCE BROKERS client's relation and maintain this relation on the required standard. • Implement strategies and apply procedures and process effectively • Provide administration support during policy period • Check data and ensure accuracy to protect client and GUARDIAN INSURANCE BROKERS • Ensure premium settlement • Propose & suggest service strategy