

VACANCY

Build Your Career with Sanlam

Sanlam is a leading Financial Services Institution, which provides services in the fields of Individual Life Insurance, Group Life Insurance, Unit Trusts and Asset Management. To give substance to its objective to be a fully-fledged Namibian Insurer, Sanlam is increasingly introducing greater financial and technical expertise. For this reason, it invites applications for the position of:

Branch Administrator: New Business Rundu

The purpose of the position

Effective handling of all new business cases submitted by Distribution and providing Sales support to Distribution team of the Rundu branch

Main duties and responsibilities include

- New Business administration
- Support the Branch Manager in general Branch / Managerial duties.
- Support Distribution in general sales administration: Outstanding requirements, arrears reports, general communication on work procedures and cut off dates
- General office administrative duties.
- General secretarial administrative duties.
- Maintain a high standard of quality with professional communication (verbally and written).
- Submission of management information.
- Effective quality control of accounts and queries.

Qualification & Experience Requirements

- Grade 12; and further tertiary studies will be an added advantage
- Experience in new business and data capturing will be an added advantage.
- Excellent communication skills (English and Afrikaans); and a third local Namibian language will be an added advantage
- Proactive, listening skills, client service oriented
- Computer literate

Closing Date for Applications: 31 August 2017

Only short listed candidates will be notified. No documents will be returned.

Namibian Citizens who suit the above profile can submit their CV's to:

Human Resources Department

7th Floor, Sanlam Centre

(c/o Independence Ave and Fidel Castro Street),

PO Box 317, Windhoek, Namibia. For enquiries contact: hynamibia@sanlam.com.na

