

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:

Broker Consultant Assistant

The purpose of the position

The successful incumbent should display exceptional client service skills and providing outstanding after-sales service to clients and brokers

Main duties and responsibilities include

- Administering new business
- Handling client queries professionally and providing excellent after-sales services
- Provide sound service and administrative support to broker consultants, brokers and clients
- Processing of production data
- Effective administrating of workflow process and arrangements.
- Detection, reporting and follow-up on system-; and process-related matters

Qualification & Experience Requirements

- Grade 12 Certificate and further tertiary qualification will be an added advantage
- At least two years' experience in a financial service environment
- Experience in insurance industry and/or new business will be an added advantage
- Excellent communication skills (English and Afrikaans)
- Creative, innovative and team player
- Problem solving; assertiveness and client-service orientated
- Computer Literate (Ms Office)

Closing Date for Applications 03 November 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: hnamibia@sanlam.com.na

