

# 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:

## New Business Consultant –Entry Level Market

### The purpose of the position

The successful incumbent should display exceptional client service skills and providing outstanding after-sales service to clients and agents. Effective handling of all new business cases submitted by Branch and providing Sales support to the team of the Windhoek Branch.

### Main duties and responsibilities include

- New Business administration
- Capturing and Processing of new business
- Effective administrating of workflow process and arrangements.
- Handling client and agents queries professionally and providing excellent after-sales services
- Provide sound service and administrative support to the Branch Manager and Sales Managers
- Processing of production data
- Detection, reporting and follow-up on system-; and process-related matters
- Support Branch 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 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 in English, a local language will be an added advantage)
- Creative, innovative and team player
- Problem solving; assertiveness and client-service orientated
- Computer Literate (Ms Office)
- Excellent communication skills

### Closing Date for Applications: 11 July 2019

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:

CV's can also be emailed to - [hrnamibia@sanlam.com.na](mailto:hrnamibia@sanlam.com.na)

