

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 Issuer – Affluent Markets

The purpose of the position

The successful incumbent will efficiently and effectively process new business submitted

Main duties and responsibilities include

- Processing and acceptance of new business applications.
- Scanning of supporting documents
- Effective record keeping of submitted, accepted, returned and declined business
- Quality assurance of business
- Processing of Alterations and Amendments on existing business
- Timeous feedback and effective client service to stakeholders
- Systems testing, error detection and reporting,
- Detection, reporting and follow-up on system-; and process-related matters
- Handling broker and agents queries professionally and providing excellent New Business service
- Remain within Service Level Agreement as agreed by management.

Qualification & Experience Requirements

- Grade 12. A Diploma in Business Administration will be an advantage
- Minimum of 2 years working experience in insurance industry and New Business environment
- Excellent communications skills. A local language will be an added advantage
- Computer literacy (Microsoft and Excel)
- Excellent Interpersonal and administrative skills
- High concern for accuracy and efficiency
- High sense of urgency
- Ability to work under pressure
- Commitment to work overtime is required
- Creative, innovative and team player

Closing Date for Applications: 17 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

