

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 positions of:

New Business Scanner – Affluent Market

The purpose of the position

Accurate capturing of alterations and scanning of all new business or underwriting documents and record keeping of dispatched policy contracts.

Main duties and responsibilities include

- Accurate capturing of new business alterations
- Google document management
- Scanning of all new business and under writing supporting documents
- Making sure that documents satisfy the necessary requirements
- Binding, sorting, record keeping of scanned documents
- Request outstanding or unclear requirements from sales/distribution
- Auxiliary duties as required by Management

Qualification & Experience Requirements

- Grade 12 or equivalent
- Excellent English (verbal & written) language skills and/or additional local Namibian language will be a competitive advantage, etc.
- MS Office (Excel; Outlook, Power Point & Word) and Company's software

Behavioural Skills

- Strong communication skills
- Administrative oriented; problem identification and problem solving skills
- Assertive; pro-active, tactful and polite
- Attention to detail
- Accurate and organised

Closing Date for Applications: 06 March 2020

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

No documents will be accepted without an Application letter

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