

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 (Brokers) – Entry Level Market

The purpose of the position

The successful incumbent should display exceptional client service skills; providing outstanding after-sales service to clients; give sales support to brokers and administrative support to management.

Main duties and responsibilities include

- New Business administration
- Professional and effective administration of workflow processes
- Quality control of new business
- Excellent client service
- Recording and reporting of branch production data
- Detection and reporting of errors and irregularities
- Data analysis and effective correctional actions of
- General office and secretarial administrative duties and support to managers

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 a local language)
- Sense of urgency, accurate, assertive and client service orientated
- Problem solving, ability to perform under pressure and with limited supervision
- Computer Literate (Ms Office)

Closing Date for Applications: 17 February 2020

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 - hynamibia@sanlam.com.na

