

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 – Entry Level Market

The purpose of the position

The successful incumbent will efficiently and effectively process new business

Main duties and responsibilities include

- Processing and acceptance of new business
- Effective record keeping of submitted, accepted, returned and declined business
- Quality assurance of business
- Alterations and amendments on existing business
- Timeous feedback and effective client service to stakeholders
- Systems testing, error detection and reporting
- Detection and reporting of fraudulent business

Qualification & Experience Requirements

- Grade 12 minimum qualification with experience in the industry or Diploma/Degree in Business Administration
- Good command in English
- Computer literacy
- Excellent Interpersonal and administrative skills
- High concern for accuracy and efficiency
- High sense of urgency
- Ability to work under pressure

Closing Date for Applications: 21 January 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: hynamibia@sanlam.com.na

