

Administrator

Remuneration:	market-related
Location:	George
Job level:	Junior/Mid
Type:	Permanent
Reference:	#BH-242
Company:	Badger Holdings

dotsure.co.za is one of the fastest growing Insurtech brands in the South Africa. Part of a group with over 1000 employees and a presence in 5 countries, this exceptional, fast-paced environment offers unmatched career progression opportunity for bright minds that want to realise their potential in an environment that rewards initiative and proactive contribution.

We are looking for an energetic administrator with a keen eye for detail to join our dynamic team in George. This is a great chance for you to join a growing team with a strong culture of self-discipline, enthusiasm and where relationships are our top priority.

Job summary

- SOP daily quality checks and feedback.
- General reporting as defined by management.
- Repsly / client management system for reps reporting.
- Daily sales and quotes reporting.
- Pipeline sales reporting.
- Area mapping for reps.
- Policy renewal appointment management.
- Underwriting follow up and coordination with sales team.
- Load new leads for reps.
- Load quote details for reps.
- WhatsApp management for call-centre.
- Debit order queries.
- General policy amendments.
- Continuous self-development.
- Keep your delegated report up to date and accurate.

Remuneration

- A very competitive basic salary
- Medical Aid and Retirement Annuity contributions
- Annual bonus linked to performance

Skills

- Fluent in Afrikaans and English.
- Matric certificate as a minimum.
- Task orientated, results focus and accountable.

- Minimum of one years' experience as a sales agent or in an admin sales role.
- Self-starter with a focus on prioritising and executing.
- Structured and organised, ability to work independently and alongside a team.
- Computer literacy, good knowledge of MS Office software package is non-negotiable.

Posted on 22 Apr 09:34, Closing date 21 May

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