



We have more than  
**400 000**  
active policies



Our team consists of  
motivated individuals

**236**

We have more than  
**1 500 000**  
lives insured



Our products are underwritten by:

**ASSUPOL**  
SERVING THOSE WHO SERVE SINCE 1913

**& GUARDRISK**  
TAILORED RISK SOLUTIONS



Work from home + we offer  
**flexible working hours.**

**Monthly Employee Wellness Initiatives:**  
Employee centric wellness programmes and  
tiered benefit structure



## Opportunity: Administrator

<b>Position:</b>	Administrator
<b>Department:</b>	Sales
<b>Reports To:</b>	Head of Network
<b>Employment Status:</b>	Full Time
<b>Location:</b>	Western Cape (Ikapa South Region)
<b>Closing Date:</b>	16 October 2024

### Company Overview:

We are an exciting insurance company, with over 25 years of experience in non-traditional sectors, looking for an Administrator to join our team. We are focussed on client centricity and solving needs for South Africans with innovation, unique and creative solutions, and products.

### Role Description:

We are an established player in the South African long term insurance market. We sell and administer a full range of funeral insurance products in the trade union environment, whilst recruiting new members for our client. We require an administrator who can assist walk in clients with a variety of queries, whilst properly keeping record of all engagements with clients. The role will be based at the offices of our client, and the successful candidate will be required to offer administrative and secretarial support as and when required by our client.

### Key Responsibilities, Duties, and Tasks:

- Provide administrative and secretarial support to both MHA and our client.
- Service and maintain existing client base by assisting clients with a variety of queries, ranging from policy administration to assisting clients to submit a claim.
- Keep record of all interactions with clients and provide weekly reports to management.
- Promote MHA products and services as well as that of our client to all walk-in clients.
- Promote and sell the products of MHA either face-to-face or telephonically subject to business requirements.
- Ensure a seamless client experience by resolving client's queries through excellent customer service.

### **Qualifications, Skills, and Experience:**

- Grade 12 (Matric) together with at least one year's experience in a similar role.
- Computer literate, email / Microsoft package.
- Fluent in at least two vernacular languages.
- Strong administrative and organisational skills.
- Detail orientated.
- Client centric and the ability to service clients from a variety of backgrounds.

### **Remuneration & Benefits:**

- Market-related based on experience.
- Performance-based annual bonus.
- Subsidised Life and Disability Cover.
- Funeral Cover.

Join our dynamic team and contribute to the success of our insurance company by ensuring operational excellence, exceptional customer service, and sustainable growth. Apply today and help shape the future of our organization!

### **How to Apply:**

Share you CV with us at [careers@nhb.co.za](mailto:careers@nhb.co.za).