



Job Title: Sales Support Assistant

Department: Sales & Distribution Channels (Health Brokers and VIP)

Job Summary

Provide administrative support to the Brokers Cluster.

Main Responsibilities

- Answer to customer/ broker queries in a timely manner as per set KPI.
- Tackle all endorsements (addition/ deletion of insured members, change in name, as per agreed timeframe.
- Track all incoming and outgoing documents, keep and update 'log' and 'dispatch book.
- Prepare and send 'cover notes' to clients/ brokers.
- Prepare and send exclusion letters (approved by reporting line) to clients/ brokers.

Job Requirements

- HSC
- At least 1-year relevant working experience in a similar position
- Ability to work under pressure and tight deadlines
- Good Communication and Organisational skills
- Highly motivated, proactive and dynamic person

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises. Applications received after the closing date might not be considered. The company also reserves the right not to proceed with the vacancies.