



Job Title: Policy Administrator

Department: Policy Administration

Job Summary

To ensure that policy documents are processed and dispatched in a timely manner.

Main Responsibilities

- Process insurances policies and Renewal Notices within set time frame.
- Issue Cover Notes/ assignation letter within set time frame.
- Attend queries.
- Send processed documents within set time frame.

Job Requirements

- HSC
- A minimum of 2 years working experience in a similar
- Ability to work under pressure and deal with tight deadlines
- High levels of accuracy and attention to details
- High degree of drive, self-motivation and ability to work independently
- Strong computer ability and knowledge of Microsoft Office

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.