



## **VACANCY – ADMINISTRATIVE OFFICER (EMPLOYEE BENEFITS)**

**Date:** 4 October 2018

**Division:** Insurance

**Branch:** Cape Town

**Responsibilities:**

- Maintenance and record keeping of administration system for group schemes;
- Preparation and distribution of benefit statements to members;
- Monthly reporting on fund performance;
- Underwriting;
- Marketing support;
- Dealing with enquiries; and
- Improvement of customer service standards.

**The ideal candidate will have the following:**

- 2 Years' relevant experience in administration, especially employee benefit insurance will strengthen your application;
- Good interpersonal skills;
- Typing and computer skills (all *MS Office* packages);
- Product knowledge will strengthen your application;
- Accuracy;
- Ability to work under pressure;
- Above average communication skills in both English and Afrikaans;
- Language proficiency in another official language will be an advantage;
- Valid drivers license;
- FAIS Accreditation will strengthen your application; and
- Successful completion of FAIS and regulatory exams is compulsory.

**Minimum qualification:** Std. 10 / Grade 12 plus an appropriate tertiary qualification will strengthen your application.

**Remuneration:** A market related remuneration package is offered.

**Closing date for applications:** 10 October 2018

Enquiries and applications can be forwarded to Lynn Swartz at email [recruitments@overbergagri.co.za](mailto:recruitments@overbergagri.co.za) or fax 086 599 6606. Please indicate clearly on the application, which position you are applying for. Applications must be accompanied by copies of the candidate's ID, drivers license, and highest qualifications. TWO contactable references must also be provided.

In terms of the company's Employment Equity Plan, preference will be given to suitable candidates from the designated groups. If you have not received any feedback from us within six weeks from the closing date, you may accept that your application was unsuccessful. Overberg Wealth & Risk reserves the right to make an appointment, or not.