



Internal Broker

Minet Namibia Insurance Brokers (Pty) Ltd – Windhoek Branch

General description of Position

Assist and support the Account Executive in servicing a portfolio of clients.

Key Responsibilities:

- To follow up diary; proactively contact clients; obtain quotes; negotiate terms with insurers; broke & place cover and raise debit notes
- To issue and check policies & endorsements and maintain up to date summaries
- To compile renewal presentations; prepare reports, closings and related tasks
- To take notes and produce minutes of meetings as and when required
- To pro-actively monitor credit control and progress in claims
- When necessary, to accompany Account Executive to client
- To generate own correspondence and maintain up to date flow of documentation
- To support team with new business acquisition
- To assist other members of department whenever possible
- To assist with budget and variance report preparation if required
- To effectively and efficiently maintain a filing system (electronic and paper based)
- To build and maintain amicable and effective relationships within the insurance industry

Educational Qualifications:

- Grade 12 with 25 points
- An insurance qualification – Short-Term Insurance Qualification (NQF4) or Elements of Short-Term Insurance

Experience Requirements:

- Minimum of 2 - 4 years proven commercial and corporate experience
- A good track record within the insurance industry

Skills/Competencies Requirements:

- Have good working technical knowledge of Short-Term Insurance at Commercial level
- Be highly proficient in the full Microsoft Office Suite
- Be a team player and be able to build good relationships with clients, colleagues and insurers
- Can work independently, cope with high volumes of work and perform under pressure
- Have above average communication skills, both written and verbal (English essential)
- Have a professional approach, be reliable and take responsibility for problem solving

Special requirements:

- ITC Report
- Police Clearance Certificate

This is not a comprehensive job specification and may be changed at any given time.

This position will comply with Minet Namibia Insurance Brokers (Pty) Ltd's Affirmative Action Policy.

CLOSING DATE: 10 JULY 2024

Kindly submit your cv via e-mail to recruitment@minet.co.na

- * Please take note that only shortlisted candidates will be contacted
- * Candidates not meeting the minimum requirements will not be considered