

WE ARE HIRING!!!

Group Scheme Administrator

Job Responsibilities and Duties:

Group Scheme Admin:

1. Set up new group scheme.
2. Capture new applications and issue policies.
3. Maintain the existing policies viz. queries, requests for changes, amendments, etc.
4. Process and allocate group premium payments.
5. Prepare claims prior to submission to the Claims Department for processing.

Reporting:

1. Group Scheme statistics.
2. Group Scheme count.
3. NUMSA premium recon and invoices.

Client Services:

1. Communicate effectively.
2. Provide a one-stop full-service function for groups and members.
3. Attempt to resolve all queries at the first point of contact.
4. Professional service delivery.

Core Competencies:

- Attention To Detail
- Service Excellence
- Excellent Communication
- Stress Management
- Punctuality
- Team Player

Essential Qualifications and Skills required:

1. High school diploma or equivalent
2. Proficient in relevant computer applications
3. 1 year experience in a call centre environment- Entry Level
4. Knowledge of customer service practices and principles
5. Excellent data entry and typing skills.
6. Superior listening, verbal, and written communication skills
7. Ability to handle stressful situation appropriately.

Curator: Fagmeedah Petersen-Cook

Directors: Mr Khandani Msibi (Acting Chief Executive Officer), Dr Osborn Mahanjana (Non-Executive Director), Mr Oupa Ralake (Non-Executive Director), Mr Bheki Mthethwa (Independent Non-Executive Director), Ms Gugu Ngcobo (Independent Non-Executive Director), Mr Leo Mlambo (Independent Non-Executive Director), Ms Karen Smith (Independent Non-Executive Director).



3SIXTY LIFE LIMITED

Reg No 1935/007508/06 FSP 15107

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Location: **Rosebank**

Apply by emailing recruitment@dovesgh.co.za with Subject: “Group Scheme Admin ” – Please Attach CV and Qualifications.

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3Sixty Life Limited. Registration number 1935/007508/06 | An authorized financial services provider FSP 15107.

A Subsidiary of NIC Investments (Pty) Ltd.