

# Administrator

<b>Remuneration:</b>	market-related
<b>Location:</b>	George
<b>Job level:</b>	Junior/Mid
<b>Type:</b>	Permanent
<b>Reference:</b>	#BH-242
<b>Company:</b>	Badger Holdings

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We are looking for an energetic administrator with a keen eye for detail to join our dynamic team in George. This is a great chance for you to join a growing team with a strong culture of self-discipline, enthusiasm and where relationships are our top priority.

## Job summary

- SOP daily quality checks and feedback.
- General reporting as defined by management.
- Repsly / client management system for reps reporting.
- Daily sales and quotes reporting.
- Pipeline sales reporting.
- Area mapping for reps.
- Policy renewal appointment management.
- Underwriting follow up and coordination with sales team.
- Load new leads for reps.
- Load quote details for reps.
- WhatsApp management for call-centre.
- Debit order queries.
- General policy amendments.
- Continuous self-development.
- Keep your delegated report up to date and accurate.

## Remuneration

- A very competitive basic salary
- Medical Aid and Retirement Annuity contributions
- Annual bonus linked to performance

## Skills

- Fluent in Afrikaans and English.
- Matric certificate as a minimum.
- Task orientated, results focus and accountable.

- Minimum of one years' experience as a sales agent or in an admin sales role.
- Self-starter with a focus on prioritising and executing.
- Structured and organised, ability to work independently and alongside a team.
- Computer literacy, good knowledge of MS Office software package is non-negotiable.

Posted on 22 Apr 09:34, Closing date 21 May

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See also: [Administrator](#), [Admin Clerk](#), [Sales Administrator](#)

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