

A fantastic opportunity has arisen for a highly motivated and experienced Insurance Officer in the Insurance sector.

Afri Life Insurance Ltd, a fast-growing insurance company, specializing in providing life assurance, is presently looking for an Insurance Officer who will be responsible for attending to all customer queries at our Sales Office, carrying out supporting the Sales Team with respect to data capturing of proposals, promoting our products and services.

**Must have:**

- Proven track record of handling customer service, preferably in the insurance / financial sector
- Excellent computer skills using MS Word, Excel, SharePoint, PowerPoint
- Excellent verbal and written communication skills especially in English & French
- At least 1 year previous experience in a similar post

**INSURANCE OFFICER – OPERATIONS DEPT.**

**Main Responsibilities**

- Attend to all customer queries
- Follow up of requests and complaints
- Verification of proposals
- Data capture of proposals
- Supporting and providing administrative support to the Sales Team

**Other Requisites**

- Ability to work independently and in a team
- Good command of English and French, both written and spoken
- Ability to work under pressure and meet tight deadlines
- Good interpersonal and communication skills

**Qualifications & Experience**

- Higher School Certificate (HSC) or equivalent with working experience of at least 1 year in the insurance sector as a Customer Service Officer or in a similar position.

**Duration, Hours of Work & Salary**

- 08:00 to 17:00 Monday to Friday
- Salary will commensurate with working experience and qualifications.

Preference will be given to candidates residing in the Port Louis area.

Applications should be submitted in writing or by email by **06<sup>th</sup> April 2022**, quoting reference number **INO/04/2022**, for the attention of:

The Operations Manager  
Afri Life Insurance Ltd  
4 Labourdonnais Avenue  
Quatre Bornes-72350

Or email to: [careers@afriLifeinsurance.com](mailto:careers@afriLifeinsurance.com)

**Afri Life Insurance Ltd reserves the right to call only the best qualified candidates for interview and is not obligated to make an appointment following this advertisement.**