



Career Opportunities

Swan Life Ltd has excellent opportunities for an
Administrative Support for the
Regional Sales Hubs in
Grand Baie La Croisette and Rose Belle

Responsibilities

- Perform quality control with respect to proposal forms
- Liaise with clients
- Follow-up of acceptance letters and medical requests
- Assist in the organisation of interviews of agents
- Perform administrative duties

Candidate's Profile

- Higher School Certificate (HSC) or equivalent
- At least 2 year's working experience
- Have good communications and interpersonal skills
- Be a team player
- Be able to work under pressure to meet tight deadlines
- Be conversant with MS Office Tools

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae quoting 'AS' to hr@swanforlife.com by Tuesday 19th November 2019.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.