JOB SPECIFICATION

JOB TITLE: Internal Marketer
DEPARTMENT/LOCATION: Marketing Department / Durban
MANAGEMENT OF STAFF: No

1. QUALIFICATIONS AND EXPERIENCE RELEVANT TO JOB CONTENT

AT APPOINTMENT

• Engineering Degree or similar
• First Level Regulatory Examination (or to be obtained within 12 months from employment)
• Computer Literacy: Microsoft Office - proficiency in Word, Excel, PowerPoint and Microsoft Outlook
• Valid driver’s license advantageous
• Experience on site/insurance advantageous

SUBSEQUENT TO APPOINTMENT

• Various practical industry courses and on the job coaching
• Training on engineering insurance products
• Continuous development of interpersonal skills

2. MAIN PURPOSE OF POSITION

The main purpose of this position is to support the existing marketing team and underwriters

3. PERSONAL QUALITIES

Well-spoken and confident
Public speaker
Initiative
Good telephone etiquette
Immaculate interpersonal skills
Ability to perform tasks under pressure
Attention to detail / accuracy
4. **KEY FUNCTIONS**

- PowerPoint presentation preparation
- Solving of queries on instruction between various departments
- Accurate loading of quotations
- Material preparation for training functions
- Broker premium consolidation
- Broker information consolidation
- Broker target consolidation
- Broker area distribution
- Renewal preparation monthly (in future)
- Research for marketing presentations
- Team coordination within marketing department

**Application:**

Please e-mail CV’s to Siegfried Grimbeek (siegfriedg@mirabilis.net)
Application closes on 28 February 2019 at 16h00.
Only shortlisted candidates will be contacted.