



<https://21stcfs.co.za/job/sales-administrator/>

Sales Administrator

Description

21st Century Funeral Services is a growing funeral services and insurance business dedicated to providing dignified and affordable solutions to families across South Africa. We are strengthening our sales support and administration function to improve efficiency, compliance, and sales performance.

Role Overview

We are seeking a **detail-oriented and proactive Sales Administrator** to provide administrative and operational support to the sales team. This role is critical in ensuring that sales processes run smoothly, policies are accurately captured, and follow-ups are completed timeously.

The ideal candidate understands the urgency and discipline required in an agent-driven insurance environment.

Responsibilities

- Capture and process new business, policy and amendments accurately from sales field team.
- Prepare and distribute sales and unpaid policy reports.
- Follow up on outstanding documentation, non-payments, and policy queries.
- Support sales teams with daily administrative requirements.
- Maintain accurate records, databases, and filing systems.
- Liaise with Finance, Administration, Operations, Marketing and Sales teams to resolve issues.
- Ensure compliance with internal processes and regulatory requirements.

Qualifications

- Matric (additional administration or insurance qualification advantageous).
- 2+ years' experience in a sales administration or similar role.
- Experience in insurance or financial services (advantageous).
- Strong attention to detail and organisational skills.
- Good communication skills (written and verbal).
- Proficient in MS Excel, Word, and email systems.

Job Benefits

What We Offer

- Market-related remuneration.
- Stable, supportive work environment.
- Opportunity to grow within a developing organisation.

Hiring organization

21st Century Funeral Service

Employment Type

Full-time

Date posted

January 22, 2026