



<https://21stcfs.co.za/staging/job/6694/>

## Branch Administrator

### Description

We are looking for a **highly organised Branch Administrator** to manage day-to-day branch operations, support sales agents, and ensure accurate policy administration. You will play a key role in driving branch efficiency, compliance, and agent productivity.

### Responsibilities

- Process policy applications and amendments accurately.
- Support with policy submissions, queries, and commission tracking.
- Follow up on unpaid premiums and lapsed policies.
- Maintain branch records, reports, and compliance with company standards.
- Generate weekly/monthly policy and premium collection reports.

### Qualifications

- 2+ years' experience in insurance administration or branch support.
- Strong organisational and record-keeping skills.
- Experience with premium collections and agent-based insurance preferred.
- Proficient in MS Office, detail-oriented, and accountable.

### Job Benefits

- Competitive salary.
- Opportunity to grow within a fast-growing insurance business.
- Exposure to branch operations, policy management, and premium collection processes.

### Hiring organization

21st Century Funerals

### Employment Type

Full-time

### Date posted

January 22, 2026