



Assistant Account Handler

Who are we?

As a leading insurance broker for the international diamond trade worldwide, headquartered in Antwerp and with offices in New York, Los Angeles, Dubai, Hong-Kong, India and Johannesburg, we are looking for a new colleague for our Johannesburg office.

Driesassur has been active as an insurance broker in the diamond trade for three generations and has an international client portfolio that includes the world's most prestigious and successful companies. The Driesassur team specializes in providing customized insurance solutions for Jewellers Block, Diamond Processing Insurance, Credit and Fine Art.

Driesassur is part of the group DIOT-SIACI, an international Risk Analyst, Insurance Advisor and Broker headquartered in Paris and active in more than 40 countries.

Job description

Your focus is to support the commercial team - both administratively and by phone.

Based in the Johannesburg office, you will be part of the team servicing clients in the Diamond and Fine Art Market.

Tasks

- ✓ Assisting Account Handlers for existing and new customers: handling inquiries, comparing quotes, providing after-sales service etc.
- ✓ Administrative duties related to preparation and review of documents, presentations, policies, approvals, credit/debit notes.
- ✓ Manage both physical and electronic filing systems.
- ✓ Print, scan, index and archive documents.
- ✓ Collecting data and entering it correctly into the customer system according to predefined processes and procedures.

Profile

- ✓ You have at least a secondary school diploma or equivalent through experience.
- ✓ You have excellent administrative skills.
- ✓ You can organize and prioritize your work well.
- ✓ You are eager to learn and willing to take on new tasks.
- ✓ You have good reading comprehension skills and you have an eye for detail.
- ✓ You have a service-oriented attitude.
- ✓ You enjoy open communication with all colleagues.



Skills

- ✓ Accurate- punctual
- ✓ Strong computer skills. You are fluent in Microsoft Office: Word, Excel, outlook
- ✓ Language skills : fluent English ,both spoken and written.
- ✓ Team player
- ✓ Priority setting = good planning and timely completion of tasks
- ✓ Sense of responsibility
- ✓ Stress resistant
- ✓ Customer-oriented

Offer

You will be working for an international insurance broker in full expansion mode.

We have an open corporate culture, a hands-on mentality and short lines of communication and reporting. Our strength is the professionalism of all the people in the Driesassur Team, working together in a family atmosphere.

On top of that, you can count on an attractive remuneration package tailored to your skills and work experience.

How to apply?

Contact: Marleen Bettens

Send your CV and cover letter via e-mail: marleen@driesassur.com
