

VACANCY: FIA HEAD OFFICE

4th November 2022

Job Title:	Membership Coordinator
Reporting to:	National Head of Membership

Description of role:

We are looking for a service orientated candidate with an ability to promote the FIA to accredited Financial Services Providers (FSPs) in the insurance industry. The successful candidate will be responsible for sales & retention for the business, as well as assisting with member queries and events management.

Key Performance Areas

Role / responsibilities

- Identify prospective leads (lead generation) and conversion
- Contact new and existing members to discuss their needs
- Present the FIA value proposition to non-members and members and prepare new business proposals
- Coordinating and arranging member meetings and agendas
- Assist with regional and national event management and organisation
- Build relationships and network with members
- Attend to general member queries and communication
- Interact and coordinate with multiple stakeholders including team members
- Attend industry events where required
- Assist with adhoc projects

Requirements

- Matric/Grade 12
- Post matric qualification is an advantage
- Excellent English proficiency & Afrikaans understanding
- Ability to travel
- Excellent communication and organizational skills
- Strong administrative capabilities
- Insurance experience advantageous
- Proficiency in MS Office (Excel, Word, Outlook)
- Familiar with using CRM systems
- Own vehicle and driver's license

How to Apply:

Email a copy of your CV to sandra@fia.org.za. Applications close 15th November 2022.

B. Tladi (Chair), T. McDonald (Vice Chair), W.D. Axford, Z. Anter, G.A. Dell, P. Faure, N Iozzo, R.N. King,
R. Mac Lachlan, P. Naidoo, P. Olyott, D. Pillay, G. Rheeders, G.B. Setzkorn, L. Swart, B.S. Taylor, M. van der Walt

Registration Number: 1999 / 002724 / 08