



Job Title: Processing Officer

Department: MUA Life (Business Development)

Job Summary

Processing of New Business, quality control checks and ensuring that monthly target are met according to deadline.

Main Responsibilities

- Capture and process New Business on a timely basis.
- Follow up on proposals with relevant clusters to ensure that quality standards are met.
- Resolve product or service problems following agent's queries.
- Follow up on new business proposal, to duly inform agents on progress concerning payment.

Job Requirements

- HSC
- A minimum of one year's work experience in a related field
- Work in team
- Ability to work under pressure and tight deadlines.

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises.
Applications received after the closing date might not be considered.
The company also reserves the right not to proceed with the vacancies.