



<https://www.internswired.online/job/momentum-learnerships-2/>

Momentum: Client Service Administrator Learnerships 2023 / 2024 New Application

Description

Momentum, a renowned financial services provider committed to empowering individuals and businesses with comprehensive financial solutions, is offering an exciting opportunity for motivated individuals to join our team as Client Service Administrator Learners. This learnership program aims to develop aspiring professionals by providing hands-on experience and valuable training in client service administration within the financial services industry.

Responsibilities

- **Client Interaction:** Engage with clients professionally via various communication channels, addressing inquiries, and providing accurate information about financial products and services.
- **Administrative Support:** Assist in administrative tasks such as data entry, document management, filing, and maintaining client records accurately.
- **Learning and Development:** Actively participate in training sessions and workshops aimed at enhancing client service skills, product knowledge, and understanding of financial regulations.
- **Problem Resolution:** Collaborate with team members to identify and resolve client issues promptly and effectively, ensuring high levels of client satisfaction.
- **Compliance and Regulations:** Adhere to company policies, procedures, and regulatory requirements while handling client queries and processing transactions.
- **Team Collaboration:** Work closely with colleagues across different departments to ensure seamless service delivery and contribute to a positive team environment.

Qualifications

- A minimum of a high school diploma or equivalent educational qualification.
- Strong communication skills, both verbal and written, with a customer-centric approach.
- Proficiency in basic computer applications and a willingness to learn new systems.
- Exceptional organizational skills and attention to detail.
- Ability to work well in a team-oriented environment.
- An eagerness to learn about the financial services industry.

Job Benefits

- Practical hands-on experience in a renowned financial services organization.
- Comprehensive training and mentorship to develop professional skills.
- Opportunity for growth and potential long-term career prospects within Momentum.
- Competitive stipend or remuneration during the learnership period.

Hiring organization

Momentum

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Centurion, Gauteng, South Africa, 0157, Centurion, Gauteng, South Africa

Working Hours

09

Date posted

May 11, 2024

Valid through

28.11.2024

Contacts

To apply for the Client Service Administrator Learnership at Momentum, please follow these steps:

- **Prepare Your Application Documents:** Update your resume/CV to highlight your relevant skills, educational background, and any prior experiences. Craft a cover letter expressing your interest in the learnership program and explaining why you believe you are a suitable candidate.
- **Submit Your Application:** Send your updated resume and cover letter to the designated application email address provided below or through the specified application link.
- **Include Relevant Information:** Ensure that your application clearly indicates your interest in the Client Service Administrator Learnership and that all required information is included.
- **Application Deadline:** Take note of any specified deadlines for applications. Be sure to submit your application before the stated closing date.