



Designation:	Admin Manager Centurion, Gauteng
Category:	Administration and Operations
Job Level:	Semi-skilled and discretionary decision making
Posted by:	PSG Financial Services
Posted on:	21 May 2025
Reference Number:	POS37905
Closing date:	06-Jun-2025
Position Type:	Permanent
Location:	Centurion

Overview:

VACANCY | ADMIN MANAGER | CENTURION | PERMANENT

PSG's commitment to transform and embrace diversity is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce. In achieving our employment equity goals, we give preference to applicants from designated groups, and we encourage people with disability to apply.

Job description:

PSG has an exciting opportunity for an Administration Manager who will be responsible for the administration of personnel, wealth and office processes

Responsibilities

- Supervise and support a team of healthcare consultants, providing guidance and performance feedback.
- Coordinate staff schedules, manage leave requests, and ensure adequate coverage to meet client needs.
- Foster a collaborative and high-performance team environment through regular meetings and open communication.
- Develop, implement, and monitor Standard Operating Procedures (SOPs) to streamline administrative processes.
- Ensure compliance with regulatory requirements and internal policies.
- Monitor key performance indicators (KPIs) to assess operational efficiency and implement improvements as needed.
- Identify training needs and coordinate professional development opportunities for team members.
- Mentor staff to enhance their skills and career progression within the organization.
- Organize onboarding programs for new hires to ensure a smooth integration into the team.
- Oversee the administrative support provided to employer groups and their employees regarding healthcare benefits.
- Ensure timely and accurate communication with clients, addressing inquiries and resolving issues effectively.
- Collaborate with account executives to develop client-specific healthcare strategies and solutions.
- Maintain accurate and secure client records, ensuring confidentiality and data protection.
- Generate reports on administrative activities, client interactions, and team performance for senior management review.
- Liaise with insurers, healthcare providers, and third-party service providers to maintain effective working relationships.
- Participate in internal and external meetings to stay informed about industry trends and organizational goals.

Minimum Requirements:

- Matric
- NQF Level 5 qualification in Wealth Management
- RE5

Skill sets required

- Planning and organising skills
- Time management skills
- Highly client focused with good interpersonal skills
- Resilient with a good level of stress tolerance

- Communication skills (verbal and written)

How to apply:

Candidates interested must apply on the PSG Careers website <https://www.psg.co.za> OR browse vacancies <https://bit.ly/3bD2iAK> by no later than 6 June 2025. By submitting your application, you are giving PSG Financial Services implicit consent to the storage and processing of your personal information. If you are not contacted within 2 weeks of your application, please accept that your application was unsuccessful.
