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Metropolitan Life: Broker Admin Internships 2025 Apply Here

Description

Metropolitan Life is seeking motivated and detail-oriented individuals to join our team as Broker Admin Interns. This internship opportunity offers hands-on experience in the insurance industry, specifically focusing on broker administration processes. As a Broker Admin Intern, you will have the opportunity to work closely with our experienced team members, gaining valuable insights into insurance operations and contributing to the success of our broker network.

Responsibilities

- Assist in processing insurance policies, applications, and endorsements submitted by brokers.
- Maintain accurate records of broker transactions and communications.
- Provide administrative support to the broker services team, including data entry, file management, and correspondence.
- Communicate with brokers via phone and email to address inquiries and provide assistance as needed.
- Collaborate with internal departments to ensure timely and efficient processing of broker requests.
- Contribute to ongoing process improvement initiatives aimed at enhancing the broker experience and operational efficiency.
- Stay updated on industry trends, regulations, and product offerings to provide informed support to brokers.

Qualifications

- Currently enrolled in a bachelor's degree program, preferably in business administration, finance, or a related field.
- Strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook).
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- A positive attitude and willingness to learn.

Job Benefits

- Hands-on experience in the insurance industry.
- Exposure to various aspects of broker administration and insurance operations.
- Mentorship and guidance from experienced professionals.
- Networking opportunities with industry professionals and peers.
- Potential for future career advancement within Metropolitan Life.

Contacts

Interested candidates are encouraged to submit their resume and a brief cover

Hiring organization

Metropolitan Life

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Bellville, Western Cape, South Africa, 7530, Bellville, Western Cape, South Africa

Working Hours

09

Date posted

October 19, 2025

Valid through

12.02.2028

letter outlining their qualifications and interest in the Broker Admin Internship position at Metropolitan Life.

Join Metropolitan Life and embark on a rewarding journey towards building a successful career in the insurance industry!