

Debtors Claims Clerk: X1 Windhoek

Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: **08 July 2026**

PURPOSE OF THE POSITION

The Claims Clerk is responsible for the efficient management of claims and ensuring that the accuracy, and timeous processing of claims. Building relationships with clients and ensuring the queries are handled on time.

KEY PERFORMANCE AREA

- Timely and accurate processing of claims on SAP
- Investigating POD related claims
- Follow up on customer queries.
- Submission of claim back claims to sales managers on a timely basis
- Requesting any pending claim documentation
- Any other duties required.

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- FMCG experience will be an added advantage.

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies/> or via email: Please ensure to include three traceable reference contact. Only short listed will be contacted.