

## **Job Posting: Digitalization Intern**

### **Who we are?**

OperFin is a leading, online transaction management platform for real estate, closing and mortgage. We are leading the digitalization efforts in Namibia: a one-stop shop for surveying, document hosting and processing.

OperFin's tech-enabled and operations-driven platform efficiently connects home buyers to mortgage providers across the country. Our system brings transparency, flexibility, reliability and speed to the home loan process.

### **Next steps**

1. Send a copy of your CV and a customized cover letter for the specific position you are applying for to [hr@operfin.com](mailto:hr@operfin.com) by November 20, 2019.
2. When applying for this position, use the following subject line in your email correspondence to our team: “[Full Name] – Digitalization Intern”
3. Only qualified candidates who follow instructions carefully and professionally will be considered.
4. On your cover letter, please describe how your job experiences and qualifications make you the best person for the job.

### **Job Responsibilities:**

- Work closely with the Operations Manager in driving implementation of projects in company.
- Host community meetings and events to digitalize communities around Namibia
- Liaise with NGOs around the country to create partnerships for digitalization
- Create the surveys to digitalize communities
- Launch campaigns for eMortgages around the country

### **Who are you?**

You are a motivated and pro-active self-starter with high attention to detail and a can-do attitude. You enjoy working in a team in a fast-paced environment.

**You meet the following requirements:**

- ⦿ Currently enrolled in University or graduated
- ⦿ Skilled in Powerpoint, Word and Excel
- ⦿ Great use of internet, email and tablets
- ⦿ Multilingual preferred, please specify.
- ⦿ 3, 6 and 12 month internships, with opportunity for full time