



<https://www.internshipwireds.online/job/old-mutual-data-capturers-entry-level-jobs/>

## Old Mutual: Data Capturers – Entry level Jobs [2026-27]

### Description

Old Mutual, a leading financial services provider, is seeking enthusiastic and dedicated individuals to join our team as Data Capturers. This entry-level role is designed to support our branch operations during the Two-pot retirement fund withdrawal window period. The successful candidates will play a crucial role in enhancing our customer service experience by assisting clients with their digital interactions and ensuring smooth transactions.

### Responsibilities

1. **Customer Service Support:**
  - Provide exceptional customer service to clients in Old Mutual branches.
  - Assist customers in navigating our digital customer service platform specifically tailored for the Two-pot retirement fund withdrawal process.
  - Offer guidance and support on using digital devices to complete transactions effectively.
2. **Queue Management:**
  - Help manage customer queues to streamline service delivery and alleviate pressure on branch staff.
  - Monitor and manage foot traffic within the branch to ensure a smooth flow of customers.
3. **Digital Assistance:**
  - Assist customers with accessing and utilizing digital devices for their Two-pot retirement fund transactions.
  - Provide clear instructions and support for reading information related to their transactions.
  - Guide customers through self-service options and the submission process on their devices.
4. **Information Provision:**
  - Supply customers with essential information regarding their retirement fund transactions.
  - Offer detailed explanations and answer queries related to the call center details and transaction processes.
5. **Technical Support:**
  - Troubleshoot and resolve minor technical issues that customers may encounter while using digital platforms.
  - Ensure that all digital interactions are recorded accurately and efficiently.

### Qualifications

- **Education:** Grade 12 / National Senior Certificate or Equivalent NQF 4.
- **Experience:** No prior experience is required; however, experience in a

### Hiring organization

Old Mutual

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Sandton, Gauteng, South Africa,  
2146, Sandton, Gauteng, South Africa

### Working Hours

09

### Date posted

October 16, 2025

### Valid through

19.07.2028

customer service or digital support role is an advantage.

## Skills

- **Customer Centricity:** Demonstrated commitment to delivering outstanding customer service and ensuring client satisfaction.
- **Tech Savvy:** Proficient in using digital platforms and devices; comfortable navigating and troubleshooting technological tools.
- **Effective Communication Skills:** Strong verbal and written communication abilities to interact with customers clearly and professionally.
- **Multi-Lingual:** Ability to communicate in multiple languages is highly desirable to cater to a diverse customer base.

## Job Benefits

- **Career Growth:** Opportunity to gain valuable experience in a leading financial services company and grow your career.
- **Dynamic Environment:** Work in a supportive and dynamic team environment with a focus on innovation and customer satisfaction.

## Contacts

To apply for the Data Capturer position, please submit your resume and a cover letter detailing your interest and suitability for the role.

Join Old Mutual and be a part of a team dedicated to providing exceptional service and making a positive impact on our clients' lives. We look forward to receiving your application!

**Old Mutual is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**