

## **Member & Employer Superannuation Co-ordinator – NSW, Sydney**

The CFMEU FFPD (Construction Forestry Mining & Energy Union, Forestry, Furnishing, Building Products and Manufacturing Division) is currently seeking an Industry Fund Superannuation Co-ordinator for a full time position to work primarily with members in the Forestry, Forest Building Products, Furnishing, Timber Manufacturing and Pulp & Paper industries. This position is with a national trade Union contracted to a Not For Profit industry fund with approx. \$2 billion under management.

Based in NSW, Sydney, the Superannuation Co-ordinator will build & maintain effective & beneficial stakeholder relationships with Members & Employers.

### **The responsibilities include:**

- Managing allocated Fund employers & members
- Drive member growth initiatives & strategies
- Provide education and assistance to members
- Promote the fund and increase membership numbers
- Maintain member and employer satisfaction and compliance

### **Experience and Qualifications:**

- Willing to undertake training in the provision of financial product advice (RG146 Certificate) or hold current accreditation;
- Knowledge and skills in the superannuation area (or be willing to undertake training to achieve this);
- The ability to consult and engage with contributing fund employers, fund members and workers;
- Knowledge and skills in computer and smart phone use, including Microsoft Office, IOS, App based software, social media, data base programs and Client Relationship Management tools (or be willing to undertake training to achieve this);
- The ability to work as part of a national team of co-ordinators to pre-determined campaign plans;
- The ability to plan and manage your time and work to strict timelines;
- A willingness to travel and stay overnight in intrastate and interstate locations;
- The ability to recruit new members through structured visits to assigned employers and to meet set membership growth targets, through coordinated recruitment campaigns;
- The ability to generate new employer and new member leads;
- The ability to compile and produce clear and concise reports and statistical information;
- An interest in working for a union and a commitment to union principles;
- Current Drivers License

### **What you need to know and what's in it for you:**

- The position is full time permanent with a 6 month probationary period;
- Wage range commensurate with skills and experience;
- Fully maintained motor vehicle provided
- Notebook Computer and Mobile phone provided

### **How to apply for this job**

If this sounds like your next career move,

Email: [csmith@cfmeu.org](mailto:csmith@cfmeu.org)

Subject Line: Superannuation Coordinator NSW, Sydney

Attention: Craig Smith

Attach: your Resume/CV and covering letter addressing the criteria outlined above.

**Closing date: Friday the 19<sup>th</sup> of January 2018.**