



Member & Employer Superannuation Coordinator – VIC/TAS (2 positions)

Applications close 12 midnight on Sunday 3 February 2019

The Construction Forestry Maritime Mining & Energy Union - Manufacturing Division is currently seeking to appoint two full time Industry Fund Superannuation Coordinators. The work is 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. \$3 billion under management. There are two positions one in Victoria – based in Melbourne, servicing sites in both Melbourne and Regional/Country locations and the other Victoria/Tasmania – based in either Melbourne Vic or Launceston TAS, servicing Tasmania and specific sites in Melbourne metro area.

The responsibilities include:

- building and maintaining effective and beneficial stakeholder relationships with members & employers.
- managing allocated Fund employers and members
- driving member growth initiatives and strategies
- providing education and assistance to both members and employers
- promoting the Fund in various forums
- recruiting prospective members and employers
- servicing current members and participating employers
- working in line with the Union's and the Fund's compliance requirements

For this role you will have:

- passion and commitment to help working people
- good communication, presentation and written skills
- technical knowledge and skills in the superannuation area or a willingness to undertake training in the provision of financial product advice (RG146 Certificate)
- capability of generating new business opportunities
- ability to consult, negotiate and engage with employers, members, workers and stakeholders;
- demonstrated servicing skills with either members or employers
- competence in maintaining and building existing relationships
- experience working as part of a team
- effective planning and time management skills
- ability to prioritize work and meet reporting obligations
- desire to work for a union and commitment to union principles;

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

- The position is full-time and permanent
- Regular intrastate and interstate travel required
- Current Driver's License
- Wage range commensurate with skills and experience;
- Fully maintained motor vehicle provided;
- Laptop computer and mobile phone provided;
- Ongoing professional development training

How to apply for this job

If this sounds like your next career move,

Email: pgilmour@cfmeu.org

Subject Line: Superannuation Coordinator VIC/TAS

Attention: Penny Gilmour

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

Closing date: 12 midnight on Sunday 3 February 2019.

How to **apply** for this job

Applications close **12 midnight on Sunday 3 February 2019** and should be addressed to Penny Gilmour at pgilmour@cfmeu.org