



Member & Employer Superannuation Coordinator – Victoria

Applications close Friday, 5 November 2021

The Construction Forestry Maritime Mining & Energy Union - Manufacturing Division is currently seeking to appoint a full time Industry Fund Superannuation Coordinator. 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. \$3.3 billion under management. The position will be based in Melbourne Vic, servicing specific sites in Melbourne and Regional Victoria.

The responsibilities include:

- A key focus of the role will be driving member growth initiatives and strategies with Union and Employer Association stakeholders
- building and maintaining effective and beneficial stakeholder relationships with members & employers.
- managing allocated Fund employers and members
- providing education and assistance to both members and employers
- promoting the Fund in various forums
- 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 member and employer growth 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 prioritise 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: mkaplanis@cfmeumd.org

Subject Line: Superannuation Coordinator Victoria

Attention: Maria Kaplanis

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

Closing date: Friday, 5 November 2021.