



Member & Employer Superannuation Coordinator – Victoria

Applications close Wednesday 7 December 2022

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 an all profits to members industry superannuation fund with approx. 46,000 members and \$3.7 billion under management. The position will be based in Melbourne (Carlton) and will include regional locations.

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
- ability to communicate with people from diverse backgrounds
- 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 occasional interstate travel required:
- Current Driver's License:

- Wage range commensurate with skills and experience including 5 weeks annual leave, 13 Rostered Days Off and 15.5% super;
- 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: Wednesday 7th December 2022.