



## **Member & Employer Superannuation Coordinator – VIC/TAS**

**Applications close 12 midnight on Sunday 2<sup>nd</sup> February 2020**

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 billion under management. The position will be based in Melbourne Vic, 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@cfmeumd.org](mailto:pgilmour@cfmeumd.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 2<sup>nd</sup> February 2020.**

How to **apply** for this job

Applications close **12 midnight on Sunday 2<sup>nd</sup> February 2020** and should be addressed to Penny Gilmour at [pgilmour@cfmeumd.org](mailto:pgilmour@cfmeumd.org)