

## Senior Fund Administrator

<b>Job Title:</b>	Senior Fund Administrator
<b>Location:</b>	Sandton
<b>Reports to:</b>	Team Leader
<b>Job Type</b>	Permanent
<b>Education Required:</b>	Grade 12 (Matric) or Equivalent
<b>Level of Experience:</b>	2-4 years
<b>Job Category:</b>	Fund Administration
<b>Position Summary</b>	
<ul style="list-style-type: none"><li>• Member record maintenance</li><li>• Monthly Contribution Balancing and Allocation and Section 13A enforcement</li><li>• Processing and payment of exit and risk claims</li><li>• Preparation of Audit Data</li><li>• Communication with Employer HR Personnel and Insurers</li><li>• Attend to all client queries in an efficient and professional manner</li><li>• Ensuring accuracy and completeness of data on systems</li><li>• Ensuring turnaround times are adhered to</li><li>• Provide internal and external clients with consistent quality service and to ensure that all stakeholders interests are protected</li><li>• Assist in developing and enhancing administration procedures</li><li>• Producing accurate monthly reports</li></ul>	
<b>Job Requirements</b>	
<ul style="list-style-type: none"><li>• Passed Matric/ Grade 12</li><li>• COP (advantageous)</li><li>• Excellent Computer Literacy (Intermediate Excel)</li><li>• Minimum 2 to 3 years Employee Benefits experience</li></ul>	
<b>Behavioural Skills</b>	
<ul style="list-style-type: none"><li>• Service Excellence</li><li>• Honesty and Integrity</li><li>• Responsibility</li><li>• Sense of urgency</li><li>• Willingness to learn</li><li>• Self starter</li><li>• Persistence and perseverance</li><li>• Take initiative</li><li>• Team player</li></ul>	