

Client administration Assistant

Fuse Recruitment • Kew VIC 3101



Base pay

\$75,000 - \$80,000



Work type

Full Time



Contract type

Permanent

Perks

WORK FROM HOME

Skills

ADMINISTRATIVE SUPPORT

RG146

Full job description

Our client is seeking a planning assistant to join our client services team, to provide general assistance and administrative support to our wider team across a wide range of administrative tasks while working with a friendly team that celebrates successes.

Benefits to successful applicant:

- Small supportive team
- Flexibility to work from home
- Progression opportunities available

Your key responsibilities will include:

- Liaise with the administrators of investment products to ensure transactions are correctly processed, member accounts are accurately administered and all fund correspondence is handled correctly.
- Co-ordinate, and assist as necessary, in the preparation of review reporting packs and service call packs
- Manage planners' diaries and meeting schedules
- Maintain and monitor statistics in respect of client contacts, meetings, reviews and new client take-up.

Skills and experience:

Job details



Date posted

16 Oct 2021



Expired On

15 Dec 2021



Category

Admin & Office Support



Occupation

Administration Assistants



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\$75,000 - \$80,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Industry

FINANCIAL SERVICES



Sector

PRIVATE BUSINESS

- Exemplary organisational skills
- Excellent Excel, Word, PowerPoint and Outlook skills
- Sense of humour
- Desire to learn

Apply now! For any queries, please contact **Jenny Ennis** at **Fuse Recruitment** on **0401 413 233**.

At Fuse, we specialise in recruitment for the insurance industry and actively source for a broad range of established clients. If you are a broking, underwriting or claims professional looking for your next opportunity, we'd love to hear from you!

If you know someone looking for a job, refer them to us and we'll give you \$500* if we find them a new role!

#ChooseFuse

#SCR-jenny-ennis