

Superannuation Administrator - Entry Level FS

Hays Banking • Sydney CBD NSW



Base pay
\$30 - \$30 / hr



Work type
Full Time



Contract type
Temporary

Job details



Date posted
15 Dec 2021



Expiring date
15 Dec 2022



Category
Banking, Superannuation & Finance



Occupation
Other



Base pay
\$30 - \$30 /hr



Contract type
Temporary



Work type
Full Time



Job mode
Standard/Business hours

Full job description

Your new company

The chance to be part of a Large Australian Superannuation fund as they come up to a busy financial year end period. There is opportunity to join a recognisable established Super group, with a chance to be upskilled and a genuine opportunity to progress internally. You will manage admin requests on behalf of various stakeholders and process information and investment requests in accordance with company policy and in an efficient time frame.

Your new role

Working as a Superannuation Administrator you will be;

- Communicating with clients and investors via email and the phone to manage relationships
- Setting up new investor accounts and maintaining existing ones to maintain correct records
- Collecting self-certification forms from relevant stakeholders
- Receiving pricing information and releasing this to relevant investors
- Providing feedback on processes improvements

What you'll need to succeed

To be successful in this role, you will have;

- Administration experience ideally within Super
- Excellent written and verbal communication skills
- Very good computer skills and an ability to use Microsoft Excel
- Exceptional organisation and an attention to detail
- Demonstrated ability to work independently and collaboratively as part of a team
- A relevant degree in Business or Financial services (Graduates encouraged to apply)

What you'll get in return

If you are successful in this role, you will receive;

- A hourly rate of \$29.59/hr + Super
- Genuine opportunity of career progression at a market leader
- Potential to secure a permanent position pending performance
- Flexible working environment

What you need to do now

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to me – connor.lavington@hays.com.au or call me for a confidential discussion 02 8226 9622.

LHS 297508 #2544083