

# WE'RE HIRING

## JUNIOR / CONSULTING ASSISTANT (GEORGE)

Position available within Verso Benefit Administrator (Pty) Ltd

If you are looking for an opportunity, in a Group of Companies, which always acts with integrity, are passionate about client service excellence, and are professional and caring in its dealings with all its stakeholders, then Verso should be your first choice.

### GENERAL JOB INFORMATION:

We have an exciting opportunity for a Junior / Consulting Assistant.

### QUALIFICATIONS AND EXPERIENCE:

Matric; and  
Certificate of Proficiency (COP); or  
Retirement Fund 1/ 2; and/or  
FIAS fit & proper requirements.  
Proficiency in MS Office, i.e. Word, Excel and Outlook are essential; and  
Applicable and proven Employee Benefits / Pension Fund general industry experience and a proven record of having fulfilled similar role.

### JOB TYPE:

- Permanent; full time; on-site.
- The incumbent will report at our George office.
- Office hours: 7.5 hours per day. Monday to Friday, between the hours of 08h00 – 17h00, core hours are between 09h00 – 16h00.

---

## **REMUNERATION & BENEFITS OFFERED:**

Negotiable - based on qualification & years of experience.

Compulsory membership of:

- Verso Umbrella Retirement Provident Fund.
- Employer's risk benefit schemes.
- Discovery Health medical scheme (unless a member of spouse's medical aid).

---

## **SKILLS REQUIRED:**

- A strong commitment to delivering quality and accurate work.
- A passion for service delivery.
- Excellent verbal and written communication skills in both English and Afrikaans.
- A good understanding of the retirement funds industry and terminology.
- The ability to thrive under pressure.
- The ability to structure your work around client deadlines.
- The ability to work well in a team and assist other team members when required.
- Attention to detail/accuracy.

## **KEY DUTIES & RESPONSIBILITIES:**

Administration function including liaising between the client, administrator, and the insurer/  
underwriter

Section 14's transfers, and maintaining of register

Fund deregistration

Rules & Rule amendments for umbrella funds, and private funds and the maintenance of the  
register

Agendas: Compiling and distribution

Minutes: Distribution and action lists

Medical requests: Distribution and monitoring

New clients take-on processing (assistance with all the required steps)

Ensure compliance to FAIS legislation

Fidelity cover

Preparation of risk benefits rebroke and summaries

Send rules & amendments to the FSCA and assist with queries

Distribute annual fund and risk benefit statements to members

.

**TO APPLY:**

Those that meet the above-mentioned requirements, and/or have other proven relevant skills or qualifications, should submit a detailed CV for the attention of Ms. K Smit to e-mail [careers02@verso.co.za](mailto:careers02@verso.co.za) by no later than 30 September 2024.

In submitting your information to Verso, you hereby allow us to collect your personal information and process it for the purpose of recruiting for this position.

Should you not receive a response from us by 31 October 2024, accept that your application was unsuccessful.

You may also visit us online at:

- Website: <https://verso.co.za/>
- LinkedIn profile: <https://www.linkedin.com/company/verso-financial-service/>

\* Please note that the Verso Group may add, delete or expire jobs at any time.

## ABOUT US

---

The Verso Group of Companies, established in 2000, has a national footprint and is comprised of private companies functioning within the financial services sector. The Verso Group, which has experienced exceptional growth since inception, is an established and trusted brand in the industry. The Group includes the following entities and is expanding rapidly:



### **VERSO BENEFITS ADMINISTRATOR (PTY) LTD**

Retirement fund administration, employee benefits consulting and group risk products.



### **VERSO HEALTH (PTY) LTD**

Brokers of medical aid, gap cover, employee wellness and health insurance products.



### **VERSO WEALTH (PTY) LTD**

Holistic wealth planning inclusive of financial management; retirement planning; personal risk management; estate planning; investment planning; risk cover – disability, death & dread disease.



### **VERSO TRUSTEE SERVICES (PTY) LTD**

S37C death benefit investigations, retirement fund secretariat, legal and technical services to retirement funds, pension funds adjudicator complaints management, communication services for retirement funds and fiduciary services.



### **VERSO EMPLOYEE BENEFITS CONSULTING (PTY) LTD**

A comprehensive employee benefits consulting service encompassing all aspects of prudent retirement fund management and best practice principles.