

WE'RE HIRING

ADMINISTRATOR

Position available within Verso Benefits 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:

The position will predominantly focus on the administration of monthly contributions. Associated tasks are listed where involvement may be required.

QUALIFICATIONS AND EXPERIENCE:

A minimum qualification of matric or equivalent is required, with the subject Accountancy or Mathematics being advantageous.

JOB TYPE:

- Permanent; full time; on-site.
- The incumbent will report at our Bellville 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:

- Attention to detail and high level of accuracy;
- Ability to work under pressure;
- Self-starter and excellent organising skills;
- Committed and reliable with integrity;
- Good verbal & written communication skills in both English & Afrikaans; and
- Professional telephone etiquette and client liaison.

KEY DUTIES & RESPONSIBILITIES:

MAIN ACTIVITIES -

- Processing claims (withdrawal, retirement, divorce, death, funeral, disability, dread, disease);
- Preparing investment & disinvestment documents;
- Processing month-ends and resolving exception reports;
- Application of S13A processes;
- Processing investment mandate switches;
- Processing Section 14 transfers;
- Processing individual transfers;
- Production management / trustee reports;
- Updating member data;
- Preparing benefit statement documents & checking samples;
- Audit data preparation;
- Resolution of member queries;
- Fund maintenance;
- Telephonic or Walk-in client queries where applicable; and
- General queries and ad hoc tasks as requested.

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 careers01@verso.co.za by no later than 30 April 2025.

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 May 2025, 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.