

WE'RE HIRING

SENIOR 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 and associated tasks are listed where involvement may be required.

QUALIFICATIONS AND EXPERIENCE:

Matric certificate with Mathematics and/or Accounting as subjects
1-2 years EB experience would be an advantage

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.

KEY DUTIES & RESPONSIBILITIES:

- Ensure that member records are updated in terms of information received from the Employer
- Ensure that Conduct Standard 1 is adhered to
- Ensure that contributions are allocated to member records in terms of the Rules of the Fund within SLA
- Ensure that risk premiums is paid to the insurer and schedules sent (where applicable)
- Ensure that the correct risk rates is applied (where applicable)
- Processing of claims (withdrawal, retirement, disability and death) within SLA
- Ensure that the calculation is accurate
- Request the Group Life / Disability amounts from the insurer (where applicable)
- Disinvestment of member value per investment strategy of the member / Fund
- Application for tax on the claim amount
- Ensure that transfers are performed in terms of member's choice (where applicable)
- Member communication - exit letters / new member welcome letters
- Pre-billing of monthly contributions to be sent to employers
- Enforcing S13A of the PFA
- Any Ad-Hoc tasks that is negotiated from time to time

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 **19 June 2026**.

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 July 2026, 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 EMPLOYEE BENEFITS CONSULTING (PTY) LTD

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

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 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.