

WE'RE HIRING

Consulting Assistant

Position available within Verso Employee Benefits Consulting (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 incumbent will report to the Employee Benefits Consultant.

QUALIFICATIONS AND EXPERIENCE:

A minimum qualification, matric certificate or equivalent;
Proficiency in Microsoft Office; and
Applicable and proven Employee Benefits/ Pension Fund general industry experience and proven record having fulfilled a similar role.

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;
- Management of tasks;
- Committed and reliable with integrity;
- Good verbal & written communication skills.

KEY DUTIES & RESPONSIBILITIES:

- a) Provide a supporting role for the Consultants
- b) Administration within the team
- c) Section14's transfers
- d) Umbrella fund participating employer deregistration
- e) Rules & Rule amendments for umbrella funds and private funds
- f) Board of Trustees & Committees agendas
- g) Board of Trustees & Committees minutes and action lists
- h) Medicals for members/ employees
- i) New clients take-on
- j) Be the link between the client, the administrator, the insurer/ underwriter.
- k) Preparation of risk benefits rebroke.
- l) Complete documentation for the take-on of new funds.
- m) Send rules & amendments to the Financial Sector Conduct Authority
- n) Ensure the distribution of annual benefit statements and risk cover statements to members.
- o) Compliance – maintaining and updating documents and registers as required for departmental compliance with statutory obligations.

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 **12 August 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 15 September 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.