

Administrators – Unit Trusts

Perm, CTC Salary 10K - 12K pm *NEG – depending on skills and experience, Company based CBD, candidate must be flexible. Normal company benefits apply.

Our client, a Prestige Financial Services Company based in the CBD has **exciting opportunities** available within their Administration Department.

- ✓ Candidates must be energetic, organised, self-disciplined, and flexible and enjoy working in a team environment.
- ✓ Candidates will be required to perform the **day to day** processing of administration in the Retail Unit Trust Department.
- ✓ Candidate is responsible for processing instructions that have been received and process instructions from validations to client contact, confirmations and data capturing on the system.

The Job Specifications are as follows however not limited to in any way:-

Qualification and Competencies:-

- ✓ Sound Knowledge and Relevant Experience within the Unit Trust / Financial Industry coupled with a, **Relevant Business Degree or studying towards**
- ✓ Matric
- ✓ Excellent verbal and written communication skills (good voice and good diction)
- ✓ Be Bilingual
- ✓ ITC/CRIM Clear
- ✓ Computer Literate (Intermediate Level)
- ✓ Accuracy and attention to detail
- ✓ Excellent time management and problem solving skills
- ✓ Ability to function well under pressure

Key Areas of Responsibility:-

- ✓ The processing of all daily client transactions/instructions received via workflow.
- ✓ Performing validations on incoming client instructions and ensuring that this is done accurately and timeously within the given deadlines.
- ✓ Ensuring that all FICA requirements are complied with (where relevant).
- ✓ Confirming receipt of instructions with clients telephonically.
- ✓ Ensuring all incoming work is captured within required turnaround times and before relevant cut offs.
- ✓ Attending to queries from clients, IFA's and internal customers and responding to queries timeously and diligently.
- ✓ The correction of all errors in an accurate and timeous manner.
- ✓ To manage pending cases as well as client follow ups.
- ✓ To ensure timeous processing of daily workflow so as to meet/exceed client expectations and SLA's.
- ✓ Providing clients/ brokers with superior levels of service
- ✓ Maintaining records of all interactions with clients / IFA's on company system.
- ✓ Ad hoc duties may be required from time to time.

“Insert Admin – Unit Trust in subject line”

Email response@wenzrecruitment.co.za / careers@wenzrecruitment.co.za OR
Fax 086 622 0909