



Trainee Administrator

Business Unit: Administration Services
Status: Full-time, (Fixed-Term Traineeship)
Location: 424 Upper Roma Street, Brisbane

Independent Fund Administrators & Advisers (IFAA) is an independent Queensland company, providing complete and comprehensive management, administration and consulting services to industry superannuation and eligible rollover funds, with a combined membership in excess of 200,000.

We are currently seeking a motivated individual with a strong customer focus to undertake general administrative duties, whilst completing a Certificate III in Financial Services. The role will involve processing incoming and outgoing mail, receipting and banking of EFT and BPay payments and general office/administrative duties.

Key duties will involve:

- Opening, stamping and sorting of incoming mail and processing of facsimiles.
- Preparing and recording of all outgoing mail.
- Preparing filing records for scanning/imaging or archival/storage.
- Compiling Member Kits and other documentation.
- Back-Up Reception Duties; including answering calls to the IFAA general line, greeting visitors to the company.

To be successful in the role, candidates will require:

- Completion of Year 12 studies.
- Basic knowledge of Microsoft office productivity toolset (Word, Excel, Outlook).
- Good attention to detail.
- Good communication skills, both written and verbal.
- Good time management, work planning & prioritisation skills.

This is an outstanding opportunity to join in our Company's success and become part of an organisation which prides itself on a strong client focus and genuinely valuing its staff. The role represents an opportunity to progress within the organisation and establish a career within the superannuation industry.

If you're passionate about starting your career in a growing industry, please email your application, including a covering letter and full career resume (max 6 pages) to humanresources@ifaa.com.au