

EFL Associates is pleased to be assisting our client, **Teamsters Local Union No. 731 Benefit Funds** with their **Fund Administrator** search. This role is based in the Chicago suburb of Burr Ridge and will oversee the administration of four distinct health/welfare and pension funds, plus a scholarship fund. The four Funds are comprised of: **Non-Excavators Pension Fund, Non-Excavators Welfare Fund, Excavators Pension Fund and Excavators Welfare Fund.**

The **Fund Administrator**, under the general direction of the Boards of Trustees of the **Funds**, is responsible for overseeing all aspects related to the administration of the retirement, disability, and health/welfare benefits on behalf of the members. The **Fund Administrator** has primary responsibility for all fund operations, administration and compliance including developing and implementing the strategic business, financial and technology initiatives of the **Funds**. The **Fund Administrator** must effectively set goals for, direct and motivate the **Funds** staff, and interact collaboratively with the Boards of Trustees, Unions, Employers, professional advisors, and colleagues at all levels both inside and outside the organization. The **Fund Administrator** leads a staff of 18 through five direct reports: Comptroller, Office Manager, Special Projects Manager, Manager-Claims & Customer Service, and an Administrative Assistant/IT Manager. The total administrative budget oversight is in excess of \$ 4.7 million. The staff is experienced and has significant tenure with the Funds.

To learn more about the **Responsibilities and Preferred Qualifications** please view the link below:

[Position Specifications](#)

To **apply** please send your resume to Tamara at [tamara.wesely@eflassociates.com](mailto:tamara.wesely@eflassociates.com).