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@efflassociates.com.