

Interface Team Administrator

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Company: WTW

Location: Redhill

Category: computer-and-mathematical

This is a great opportunity for an Administrator to join WTW, one of the leading Third-Party Administrators. The Interface Team are responsible for ensuring all HR & contribution interface files are reviewed and processed within agreed SLAs and completed to the required standards to update member records with the relevant data.

You will take ownership for the accurate processing of client interface files, within tight timescales. The role will involve reviewing data on the files and liaising with client HR & Payroll Teams to resolve any queries that may arise.

Full training is provided including new starter induction and further training thereafter. As an industry leader, we offer a competitive salary and excellent benefits package including a generous company pension scheme, life insurance, medical insurance, eye care vouchers and flexible benefits including critical illness cover, dental cover and many other options.

This is a hybrid role with 2-3 days of office visits at the Redhill office.

The Role

Able to work to tight deadlines and communicate progress.

Process daily, weekly, and monthly interface files.

Assist administration teams with basic office administration tasks.

Review interface files when completed to advise client of any issues with the data supplied and contributions received.

Review data errors on client files and make corrections as necessary.

Set up new joiner records and input member elected fund choices.

Manually input member data onto interface files

Prepare and send out joiner packs

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