

Pensions / Senior Pensions Administrator - remote

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Company: Front Row Recruitment

Location: Nationwide

Category: other-general

Due to growth my client, a highly respected Pension consultancy, currently seek several experienced Pensions Administrators to join their friendly team.

Working on several prestigious schemes you will be part of a dedicated and client focussed team where you will be responsible for ensuring that a consistently high level of service is provided to members. Duties will include:

- * Performing a range of manual and computerised calculations
- * Involvement in scheme project work
- * Helping more junior colleagues and checking their work
- * Ensure that client SLA's are met
- * Assisting with ad-hoc administration work and general enquiries
- * Being an important part of the team and ensuring a high level of service

Applicants must have occupational pensions experience from either a consultancy or in-house background and have good knowledge of DB or DC schemes having performed both manual

and computerised calculations. You will have a minimum of 12 months pensions experience and possess strong administration and communication skills with a keen desire to develop technically.

This is a great chance to join a highly respected consultancy offering an excellent working environment and fantastic prospects for career development

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