

## Principal Pension Administrator

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Company: IDEX Consulting Ltd

Location: Manchester Area

Category: other-general

Principal Pension Administrator - £42K DOE – Manchester – Hybrid/3 days week I am currently looking for a number of experienced Principal Pension Administrator to join a global pensions consultancy who are in the midst of an exciting transition / growth phase. The Principal Pension Administrator will report directly to the CSD Team Managers and be responsible for managing 2 senior administrators and up to 4 administrators. The ideal candidate needs to have a minimum of 3 years' experience as a Senior Pensions Administrator and be CPC qualified or be willing to pursue a PMI (Pensions Management Institute) accreditation. Responsibilities: Responsible for up to 5 staff Supervise, train and mentor staff Carry out complex pension administration tasks, including overseeing the management of treasury and payroll in accordance. Managing and coordinating the delivery of specific workloads Checking reports Managing complaints and errors Check and authorise administrators work Management of trustee bank accounts and investment of contributions. Management of pensioner payrolls and pension increases. Provide support to the team leader by assisting team members. This company also has an impressive route for progression, so if you're ready to take that next step in your career or you simply want to know more, please contact Samantha by emailing [Samantha.durbridge@idexconsulting.com](mailto:Samantha.durbridge@idexconsulting.com) or call on 07386 660100. Principal Pension Administrator - £42K DOE – Manchester – Hybrid/3 days week

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