

Pension Administrator Cover Letter

95127 Reinger Orchard North Ulrikeburgh, ME 68445

Dear Finley Cormier,

In response to your job posting for pension administrator, I am including this letter and my resume for your review.

In my previous role, I was responsible for support to the CEO, Aviva Staff Pension Schemes in managing the Aviva Schemes.

Please consider my qualifications and experience:

- Good clerical skills (to include typing)
- Experience with Relius preferred
- Information Technology - Computer literate in the use of Office Systems, Microsoft Office for word processing, spreadsheets, database and presentations
- Professional / General Management - Understand the need for various codes of professional ethics and standards as promulgated by the PMI
- With the junior administrator, ensure pension benefit calculations and associated statements resulting from various events (termination of employment, retirement, death, divorce,) are produced
- Verify calculations and statements produced by junior administrators
- Manage pension administration projects for a portfolio of clients and serve as primary contact to clients on delivery of such services
- Understand the client's perspective and priorities, and work with the client to resolve administrative issues

Thank you for considering me to become a member of your team.

Sincerely,

Max Sporer