

Pension Administrator Cover Letter

855 Hailey Flats Lenmouth, ID 94045-5630

Dear Brooklyn Beatty,

I submit this application to express my sincere interest in the pension administrator position.

In the previous role, I was responsible for data to third party administrator to commence monthly pension benefits, withdrawal of employee contributions and lump sum distributions.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- To support the development and routine operation of a high performing team, which operates on the basis of self-organisation and that demonstrates alignment to the operating principles
- Processing all requests in relation to the payment of A(M)RF withdrawals, Annuities, PHI and Pension Retirement Claims
- Assisting with the timely management of weekly and monthly payroll runs
- Conduct interactions with our customers - with empathy, listening to and understanding their needs
- Dealing with broker and customer phone call queries
- Previous experience working in a DC pensions administration role (DB knowledge would also be beneficial)
- Provide administration service to customers as per Service Level Agreement
- Resolves customer enquiries based on competent working knowledge of the customer requirements [and case history]

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,