

Pension Administrator Cover Letter

237 Cherise Lodge Nathaniafort, NJ 79492

Dear Alexis Williamson,

I would like to submit my application for the pension administrator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance to Pension Administrator I and Pension Administrator II regarding acceptable consultative recommendations for Defined Contribution plans.

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:

- Experience of using Sage 50 Accounts
- Experience of preparing pension scheme accounts
- Working towards accounting technician/accountancy qualification
- Assessment of complex technical pension and calculation tasks and provide specialist expertise to team members and Portfolio 1 admin teams to deliver bulk admin tasks within agreed timescales and service level agreements
- Collate and analyse data to produce and deliver solutions for Portfolio 1 admin teams within pre agreed timescales
- Follow standard processes for all bulk admin tasks ensuring end result is compliant with scheme rules, industry regulations, and pensions legislation
- Contribute to the design of continually improving processes, in particular the centralisation of bulk scheme event and ad hoc bulk admin work
- Assist with Quality Team initiatives (not solely related to Scheme Events) as directed by Scheme Events Team Leader, as the Scheme Event cycle allows, and where appropriate transferable skills apply

I really appreciate you taking the time to review my application for the position of pension administrator.

Sincerely,

