

Pension Administrator Cover Letter

9611 Guy Extension West Glayds, OK 56222

Dear River Durgan,

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

In the previous role, I was responsible for answers to participant pension related questions and any necessary systems testing related to the pension plans.

Please consider my experience and qualifications for this position:

- Previous experience in pensions administration, specifically benefit statement production, scheme renewals and pension increase processes (ideal but not essential)
- Advanced MS Excel and MS Access skills including VBA automation
- Experience of translating scheme rules, industry regulations and pensions legislation into working processes including the creation of compliant policies and procedures (ideal but not essential)
- Excellent numeric and communications skills
- Experience working with additional systems (PeopleFluent, Sharepoint, Workday) is an asset
- Interpersonally savvy, relating openly and comfortably with diverse groups of people across levels, functions, culture and geography
- Continuously learning and developing skills, open to growing and developing in a fast-paced and changing environment
- Self-motivated, flexible, energetic and adaptable in a high performance culture

Thank you for taking your time to review my application.

Sincerely,

Casey Hahn