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# Example of Pensions Administrator Job Description

Our company is hiring for a pensions administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for pensions administrator

* Accurately perform and check all types of benefit calculations and understand the theory behind them
* Day to day pension administration
* Draft required changes to Administration documentation
* Provide guidance and assistance to HR and Fund members in relation to pension matters
* Assist in auditing of the Group pensions funds
* Identify complaints at the earliest opportunity and escalate as appropriate
* Detailed knowledge of Defined Contribution Occupational Pension Schemes
* Working with Team Leader and Team Colleagues to ensure schemes operate effectively and meet performance, quality and customer care targets complying with industry standards
* Contribute towards the team’s daily workload targets
* Maintain a high consistent quality of work across all member, client and third party queries by communicating in a professional and appropriate manner

## Qualifications for pensions administrator

* 2 years plus pension’s administration experience in a consultancy firm, brokerage, life office or working on an in-house scheme (desirable)
* Strong team player to work closely with Administration Service Manager and with the wider Mercer Outsourcing Management Team
* Experience in other software products, PMS6000 and PeopleSoft
* The successful candidate for this role will need to be an experienced, competent Pensions Administrator
* Must possess an enthusiasm to work collaboratively with other team members, colleagues and suppliers
* Experience of dealing with occupational pension schemes