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# Example of Pensions Administrator Job Description

Our growing company is searching for experienced candidates for the position of pensions administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for pensions administrator

* Work within agreed deadlines to provide reports and information to third party providers of the Company Benefit and Pension Schemes
* Work within agreed deadlines to provide reports and information to Pensions Centre
* Define and maintain solid communication channels with relevant Third Parties, Employee Services Teams and Reward Partners
* Contribute to the effective working of Employee Services teams to ensure seamless service line delivery
* Have excellent HR administration experience – ideally within a Shared Service Centre
* Have excellent knowledge of HR Pension and Benefits Administration processes
* Working closely with the Team leader to ensure efficient, consistent delivery of services in accordance with developed standards, processes and policies
* Providing general administrative support to the Insured Pensions team
* Coordinating Mercer services to a portfolio of Insured clients
* To create and maintain consistent and accurate pension scheme records and events

## Qualifications for pensions administrator

* Experience of managing junior associates
* DC experience desirable but not essential
* Current risk legislation knowledge
* 1+ year of experience in an intermediary or life insurance company preferred
* Qualified Financial Advisor (QFA) qualification or working towards it would be an advantage
* Microsoft Office package experience required