



## **Pension Administrator**

BF&M Life Insurance Company Limited has a position available for a Pension Administrator.

The successful candidate will be responsible for the administration and maintenance of their own portfolio of clients and be able to assist the Sales Team and customers with inquiries.

The primary responsibilities are as follows:

- Setting up pension plans and enrolling members
- Processing contributions and withdrawals on a timely basis
- Understanding and explaining customer statements
- Assisting with the distribution of member balances on demand and semiannual statements
- Liaising with clients and providing a high level of customer service
- Ensuring internal controls are adhered to

The successful candidate will have the following skills and experience:

- A university degree or five years work experience in a similar environment
- Proficiency in Microsoft Word and Excel and a proven ability in mathematics
- Excellent verbal and written communication skills, with the ability to handle confidential issues
- Good analytical skills and attention to detail
- Good customer relations
- Must be a team player, organized and willing to learn

Preference will be given to candidates who have a working knowledge of local pension rules and have experience in accounting and investments.

All applications will be held in the strictest confidence and should be sent in writing to:

***Vice President, Human Resources***

***BF&M Insurance Group***

***P.O. Box HM 1007, Hamilton HM DX***

***or fax: 441-295-9242 • e-mail: [bfmjobs@bfm.bm](mailto:bfmjobs@bfm.bm)***

***Deadline for application is September 20, 2013***