

# Pensions Client Administrator

Reporting to the Team Leader - Pensions, this role offers an exciting opportunity for a dynamic, creative, customer focused individual to join the Pensions' team to provide 'best in class' products and service for its pension clients. If you are an enthusiastic, self-motivated individual who thrives on variety and the opportunity to use your expertise, then you are a good fit for supporting the Argus Group's goals of diversification and growth.

## **CORE RESPONSIBILITIES:**

- Develop relationships with client contacts; which includes obtaining a thorough knowledge and understanding of each assigned plan
- Responsible for matching incoming monies against contribution schedules
- Processing benefit withdrawals on termination of employment, death or retirement
- Provide proactive assistance and support to new and existing clients on administrative matters
- Participate in client meetings and presentations, when required

## **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- College degree in Business Administration or equivalent work experience
- Minimum of two years' post qualification experience in a financial services environment
- Pension Legislation knowledge or similar pension experience is required
- Excellent use of MS Office Suite including Word, Excel, Power point and Outlook
- Highly motivated and capable of exercising initiative and good judgment
- Proven ability to meet tight deadlines and perform efficiently under pressure
- Ability to prioritize and successfully complete multiple tasks
- Good understanding of investment concepts

Closing Date: Monday April 27, 2015

Send your resumé to: Human Resources Department,  
The Argus Group, 14 Wesley Street, Hamilton, HM 11 or,  
The Argus Group, P. O. Box HM 1064, Hamilton HM EX  
tel: 295-2021 • fax: (441) 292-6763  
email: [resume@argus.bm](mailto:resume@argus.bm) • [www.argus.bm](http://www.argus.bm)



Argus strives to provide complete customer satisfaction by recruiting, developing and retaining the very best people who are committed to offering our customers exceptional service. Argus is an equal opportunity employer.

