



PENSIONS ADMINISTRATOR

Our client, Freisenbruch-Meyer Insurance Services Ltd, is currently recruiting for an experienced professional to fill the role of Pensions Administrator. Reporting to and supporting the Vice President, Pensions & Investments, the primary purpose of the position is to provide Pension Administration for group and individual pension plans and to support the Vice President, Pensions and Investments when required. A superior level of customer service is expected to be delivered.

Key Responsibilities include:

- Processing new business applications, (group & individual pension plans) from start to finish.
- Participating in weekly pension meetings; sales initiatives and other special projects as assigned.
- Process monthly activity - contributions; terminations; benefit changes etc.
- Maintain and update client documentation; weekly data reports and AML information when required.
- Assist clients with web access, plan rules, and retirement options.
- Liaise with the Pension Commission on all relevant matters including the submission of Hardship Applications.
- Perform associated administrative duties including receiving and distributing mail, filing, depositing checks, picking up drafts from the bank, etc.
- Work closely with the Vice President, Pensions & Investments; the FMI New York office administration team and other key stakeholders.

Candidates must have the following:

- A minimum of 3 years relevant administrative / secretarial experience.
- Working knowledge of group and individual pension plans (registered and non-registered).
- Sound knowledge of the Bermuda Pension Act.
- Strong computer skills with a working knowledge of Microsoft Office.
- Excellent written and verbal communication skills
- Successfully pass the CFA Institute Claritas program within the first 12 months.
- Must be able to multi-task, have attention to detail and be a team player.

Please apply in writing no later than **November 16th, 2015**, to:-
Performance Solutions Limited,
Email: hr@psolutions.bm. Fax 441-232-9491 Phone: 441-232-5270