



Career Opportunity

Swan Life Ltd has an excellent opportunity for a Pensions Administrator

Responsibilities

- Monthly Allocation
- Benefits (withdrawals/retirement/death/disability)
- Correspondence and Reporting
- Perform any other cognate duties that may arise and aligned to business requirements

Profile of the ideal candidate

- Higher School Certificate (HSC) or equivalent
- A Degree preferably in Mathematics or Economics or Finance will be an advantage
- At least 4 years' working experience in a pension administration
- Have good organising skills
- Have good communication skills – both oral and written
- Be proactive and able to work independently as well as in a team
- Be able to work under pressure to meet deadlines
- Be customer-oriented
- Have time management skills to manage priorities and multiple tasks
- Be conversant with MS Office Tools

If you believe that you fit the above profile, please send your application letter and curriculum vitae to hr@swanforlife.com quoting 'PA' by Friday 23rd April 2021.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.