

**Job Description**

**Title:** Pension Administrator

**Location:** Dublin, Ireland

**Reporting to:** Director of Wealth Management

**Contract Type:** Permanent

**Cantor Fitzgerald****Role Summary:**

The Pensions team primarily deal with the administration of pension processes pertaining to our approved pension licences. The role also involves a diverse range of responsibilities including the delivery of high-quality services to the firm's direct pension clients and appointed intermediary clients.

The ideal candidate would excel in their ability to complete tasks within strict deadlines. Attention to detail and diligence are key parts of the role.

**Key responsibilities:**

- Responsible for full administrative support within the Pensions Division.
- Responsible for liaising with clients and providers and ensuring responses are promptly dealt with.
- Responsible for maintaining strict service levels for new and existing business.
- Liaise with internal Cantor departments regarding ongoing queries to ensure their completion.
- Adherence to internal policies and controls including frequent review of procedures to ensure any updates/changes are incorporated.

**Skills & Competencies**

- Demonstrate an understanding of operational risk
- Ability to demonstrate problem solving skills and to manage and resolve queries independently
- Ability to work under pressure and maintain high standards when dealing with tight deadlines
- Strict attention to detail is essential
- Clear communicator, both written and verbal with good numeracy skills
- Strong teamwork skills
- Flexible and open to change

**Requirements**

- Minimum of 2 years' experience in a similar role preferably in a financial institution

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