



Job Title: Senior Pension Administrator

Department: MUA Pension

Job Summary

Responsible for providing administration and clerical services in order to ensure effective and efficient operations of the department.

Main Responsibilities

- Administration of 3-4 small to medium pension funds.
- Lead the administration of 1-2 large pension funds.
- Prepare correspondence for leavers and pensioners, and other internal and external correspondence as instructed by the Client Administrator or Senior Client Administrator or Client Manager.
- Prepare invoice and contribution schedule for employers.
- Enter and update data accurately on a monthly basis.
- Update and run the pension management system.
- Perform benefit calculations for transfers, leavers, pensioners, death & TPD cases.
- Follow up with employers for missing information or documents with respect to members (new, leavers or pensioners).
- Process transfers of pension benefits from one pension fund to another for a leaver.
- Supervise or assist in the processing of new pensioners.
- Prepare Benefit Statements and other reporting requirements as agreed with Client.
- Perform basic pension projections and submit for verification.
- Prepare IAS-19 data, actuarial valuation data and allocation data.
- Prepare or verify data for split of sub funds for specific pension funds.
- Determine eligibility of loans applicants for specific pension funds.
- File and retrieve corporate documents and records.
- Open, sort and distribute incoming correspondence.
- Assist to prepare client presentation and meetings.

- Assist to prepare documents prior to committee meetings and AGM.
- Attend meetings and prepare minutes of meetings, as and when required.
- Attend to phone calls and queries from clients.
- Receive pension fund members (active, pensioners or leavers) and attend to their queries.

Job Requirements

- Diploma in Management
- A minimum of 3 years work experience in a related field
- Work in team
- Ability to work under pressure and tight deadlines
- Detail oriented and background in administration
- MS Office skills
- Foundation knowledge in PPSA and applicable tax laws

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the best qualified candidates for the selection exercises.
Applications received after the closing date might not be considered.
The company also reserves the right not to proceed with the vacancies.