

Senior Benefits Administrator

We are looking for a Senior Benefits Administrator to join our Benefits Department within our Bristol office to provide a professional and effective administration service for the Company.

As a Senior Benefit Administrator you will provide an important role in ensuring that administrators carry out their administrative duties competently and efficiently, enabling a timely and responsive benefits administration service from end to end. Senior Benefits Administrator must also assist in the on-going and day to day administration management of the department.

The position and duties will include;

- Processing of clients instructions and any task activity accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Providing input on technical issues, attending clients meetings where required.
- Building good relationships with clients and business introducers.
- Where relevant and appropriate, informing Account Managers, clients and financial intermediaries of specific matters or issues affecting their schemes, especially actual or potential problems.
- Ensuring that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- Provides cover for the Team Leader as required.
- To fulfil any other reasonable requirement of the department or Curtis Banks Plc
- Proactively identifies risk within the department and escalates concerns to Team Leader.
- The checking and sign off of completed work. Providing input where errors are identified and remedial training if required.

Person Specification:

The candidate must have previous line management experience. The candidate must also demonstrate good interpersonal communication skills and working knowledge of industry standard software e.g. Microsoft word, excel, outlook etc. They should have the passion for excellence and willingness to drive a process of continual improvement.

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Permanent

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – recruit@curtisbanks.co.uk