

Receptionist and SIPP Administrator

We are looking to recruit a co-managed role of Receptionist for the head office in Bristol and experienced SIPP Administrator for our New Business and Servicing Department.

The ideal candidate should be a well-presented and articulate receptionist with a natural flare for top level customer services. Would have experience working within Pensions Administration, preferably experience gained in Self Invested Personal Pension Schemes (SIPP).

The Position and Duties will include

- Meeting and greeting visitors to the office face to face or by telephone
- Answering calls politely, quickly and efficiently using the Company's telephone system.
- Assisting with management of the office environment
- Maintenance and management of main office diaries, including booking meeting rooms as necessary
- Ad hoc support to other staff members on processing work as necessary.
- Providing support for the administration of the company Pension Scheme client base, including maintaining client and adviser records.
- Organising the transfer into pension scheme arrangements of investments and funds from alternative providers and running FCA compliant scheme illustrations for clients.

The position would suit someone with experience in working in a reception function with strong administration skills who is looking for varied work in a busy expanding company. The applicant must possess a high degree of interpersonal

skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels. Be able to effectively manage internal and external relations, together with exchanging routine and non-routine information clearly so that the recipients can understand and act upon it as required. The successful candidate would need to be fully conversant with Microsoft Office packages.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol.

Person specification: Full training on internal and company processes will be provided. Prior experience within a similar role is essential. Good technical knowledge is essential. Appropriate professional qualifications are desirable.

Duration: Permanent.

Salary: Negotiable dependent on experience.

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 – HR@curtisbanks.co.uk