

Thursday July 28, 2011

We are a fast growing organisation with specialization in Pension Fund Administration. Due to our rapid expansion, we are seeking smart, intelligent and dedicated individuals to join our team

ROLES: OPERATIONS STAFF
To perform operation functions in compliance with statutory requirements
REQUIREMENTS
<ul style="list-style-type: none">• B. Sc/HND in any Social Science, Management Science.• ACA, ACCA and other relevant professional qualification is of added advantage.• Minimum of 3 - 5 years in Benefits Administration, Pension Administration and Contributions• Proficient in MS Office packages (specifically Excel),Power-point presentations• Excellent time management• Good communication and writing skills• Excellent problem solving & decision making skills• Excellent Analytical and Report writing skills• Excellent Supervisory Skills
COMPETENCY PROFILE
<ul style="list-style-type: none">• Detail oriented• Results Oriented• Firm• Planning and Organising• Team Spirit

If you meet the above specification, please send an updated CV to the advertiser's email at Hr-recruitment@leadway-pensure.com within two weeks of this publication.

Note that only candidates who meet these requirements will be shortlisted.