

Pensions Administrator



Ormskirk, West Lancashire.



£32,000 to £35,000 dependent on experience.



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WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Creative Technology.

Our mission is to change our surroundings and improve our world. We work towards our Vision which is based on the strong belief in our long-held values: sincere and ethical culture, commitment to safety and technology and respect for people.

THE ROLE

A vacancy has arisen for a Pensions Administrator in the Pensions Department based at the NSG Group, European Technical Centre near Ormskirk.

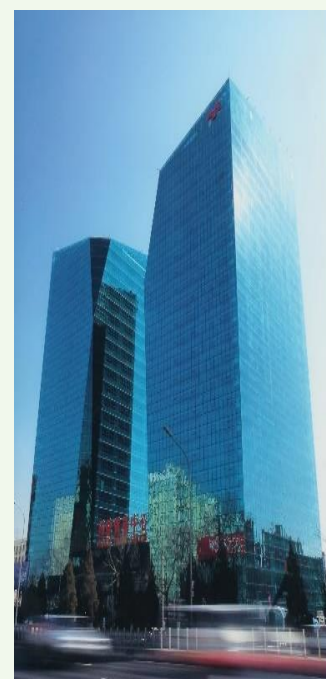
The successful candidate will join a team providing administration services for the Pilkington Superannuation Scheme (PSS). This scheme has closed to new members but remains open to existing members.

The successful candidate will be required to perform all the activities associated with the administration of the scheme including pensioner payroll, retirement calculations, active and deferred updates, death benefit calculations as well as ad hoc project work. There is also scope for involvement in wider pension matters.

Our members value the direct contact with our dedicated administration team so good communication skills are essential. The candidate will be expected to develop a good understanding of the Scheme Rules and benefits to respond to queries.

Key responsibilities will be:

- Performing benefit calculations.
- Updating administrative records.
- Monthly payroll processing relating to PSS.
- Responding to member enquiries.
- Assistance with ad hoc project work.



WHAT ARE WE LOOKING FOR?

You and your Skills

- Educated to A-Level or equivalent.
- Have recent pension experience.
- A DPC or QPA qualification would be an advantage.
- Possess a good eye for detail.
- Have good communication skills, both written and verbal.
- Have advanced skills using Microsoft Office packages.
- Have experience of payroll processing would be an advantage.

Benefits

- 25 days holiday plus bank holidays.
- Hybrid working.
- Pension plan – a defined contribution scheme with up to 8% employer contribution.
- Staff flexible working hours scheme.
- Staff Bonus Scheme pays up to 10% of basic salary (not guaranteed).
- Free on-site car parking.
- On-site canteen.
- On site fitness activities and events.
- Cycle to Work Scheme.

A full UK driving licence and car ownership would be an advantage due to limited public transport to the site.

We give everyone an equal opportunity to contribute to their full potential and harness the richness of ideas.

If you believe you can take on the challenge, we very much want to hear from you. To apply please click [here](#).
Closing date is 31st October 2025.