




PENSIONS ADMINISTRATION APPRENTICE

Fully Funded Level 3 Workplace Pension Standard Apprenticeship

-  Lathom, Lancashire
-  £ 17,000 p.a.
-  A Level (or equivalent)



WHO ARE WE?

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

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.

THE ROLE

The purpose of the role is to provide support to the pensions administration team with the following activities;

- Responding to member enquiries.
- Updating administrative records.
- Processing monthly membership data
- Performing benefit calculations
- Processing monthly pension payroll
- Assistance with ad hoc project work

The role requires you to liaise with scheme members and other departments of Pilkington Group Limited both verbally and in writing.

In total, it will take approximately 18 months to complete all elements of the apprenticeship, with support from Pilkington Group Limited and The Growth Company throughout.

You will work through a structured programme with on-the-job training from the other pensions administrators and one-to-one support to help you learn the skills needed.



WHAT ARE WE LOOKING FOR?

The successful candidate will have ...

- Good standard of education including English and Maths
- Good communication and interpersonal skills, with scheme members, internal colleagues and external contacts
- A good level of IT skills with a working knowledge of Word Excel and Outlook
- Ability to work both as part of a team and independently
- A self-starter who is capable of working under pressure on their own initiative and able to prioritise workloads

BENEFITS

- Fully funded Level 3 Apprenticeship
- 25 days holiday (pro rata) Mon-Fri
- Hybrid working after training period
- Flexible Working Hours scheme
- Pension with employer contribution
- Free on-site car parking
- On-site canteen
- On site fitness activities and events

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

If you believe you have the skills and abilities we need, and there is a match between our profile and your aspirations, we very much want to hear from you!

Please apply on www.findapprenticeship.service.gov.uk/apprenticeship/1000176630 or send your CV and covering letter stating why you are interested in this exciting opportunity in our organisation to Antony.Palmieri@gceducationandskills.ac.uk quoting reference **Pilkington Pensions 35663**