

**PROJECT ADMINISTRATOR (OPEN FOR FRESH GRADUATES)**

**TAGUIG CITY, PHILIPPINES**

**Role**

**Technical**

- Acquire and develop a working knowledge of UK pension schemes, their benefit structures and the data and calculations involved in operating them.
- Assist in projects associated with analyzing data quality, identifying data issues and proposing solutions.
- To be able to undertake a data analysis and produce initial result.

**Excellence**

- In conjunction with the Team Leader, ensure that all delivery promises, and performance standards are achieved.
- Adhere to standard processes, procedures, and documentation for due diligence exercises.
- Be a point of reference on technical issues and non-standard cases.
- Monitor own workflow to ensure service levels are achieved.

**People**

- Maintain and develop further knowledge of pension schemes within the team.

**Clients**

- Provide an efficient, professional service to meet all client/scheme member needs and to promote the WTW brand.
- Identify areas where the service to clients /members could be improved and communicate findings to the Team Leader.
- In conjunction with the Team Leader, demonstrate commitment by ensuring that personal targets and deadlines are met.

**Financial**

- Ensure that targets and deadlines are met for submission of expenses and time-sheets.
- Work with Team Leader to improve operational efficiency and reduce costs e.g. automation, full use of standard products.

**Qualifications**

- Pass or above for Mathematics and English assessment, plus demonstrable work experience in systems/analysis or a relevant degree discipline.
- Prepared to pursue intensive training to gain UK pensions legislative knowledge both current and historic.
- Strong attention to detail and able to work to a high level of accuracy.
- Proven and demonstrable problem solving and analytical skills.
- Interpersonal skills to include excellent written and verbal communication.
- Good time management skills and the ability to organize and prioritize own workload.
- Computer literate with good IT skills, particularly MS Excel and data analysis.

***WTW Co. Is An Equal Opportunity Employer***