



## Account Manager – Workplace Pensions & Employee Benefits

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Job Start Date: June 2023  
Hours: Monday to Friday, 8.30am to 5.00pm or 9.00am to 5.30pm (*will consider part time of not less than 4 days per week*)  
Salary Range: £30,000 to £35,000 per year (*dependent on skills, qualifications, experience*)  
Benefits: Life Assurance  
Employee Assistance Programme (guidance/counselling)  
Private GP service (online) and wellbeing programme  
Company Sick Pay  
Private Medical Insurance (inc. dental cover)  
Health screening  
Enhanced pension (salary exchange)  
Annual leave: Starting at 25 days per year + bank holidays

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We are an award-winning professional services firm based in Market Harborough.

We are looking for an exceptional Senior Administrator or Account Manager to join our team. You will have solid experience in the world of employee benefits (to include workplace pensions) and will be able to demonstrate a good understanding of the important relationships that exist between the service provider (Ink), multiple product suppliers, and a diverse population of business clients.

This is an office based role with the option of one day remote working. We offer a good salary, very generous benefits, and plenty of opportunity for you to use and develop your skills and build a career.

You will have good A Levels (or equivalent) as a minimum and must have previous experience of working within a professional services environment - preferably regulated Financial Services, Workplace Pensions or Insurance – in senior administration/customer services roles.

You must have strong written English and be numerate. Easy comfort with and aptitude for software packages and an enthusiasm to learn new things is essential. Inner confidence, a mature approach to work, reliability, a genuine desire to progress ... these things will make you an excellent candidate.

Visit our website: [www.theinkgroup.co.uk](http://www.theinkgroup.co.uk)

**To apply:** Send your CV to: [ruth.johnson@theinkgroup.co.uk](mailto:ruth.johnson@theinkgroup.co.uk)  
Screening and interviews to take place in May 2023.  
No agencies thank you.

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