

Life & Pensions Administrator

Location:	Sandyford, Dublin (Head Office)
Job type:	Full Time, Permanent
Experience:	Minimum 5 years' Life & Pensions brokerage experience required
Qualification:	QFA required

ABOUT THE ROLE

Omega Financial Management is seeking an experienced Life & Pensions Administrator for our head office in Sandyford. This is a key operational role supporting our advisers and ensuring the smooth administration of life and pensions products. A positive, can-do attitude and commitment to high professional standards are essential.

KEY RESPONSIBILITIES

- Processing new business applications across life, protection, and pension products
- Handling policy adjustments including amendments, fund switches, and premium changes
- Maintaining accurate, compliant client records
- Liaising with insurance providers and product companies to progress cases
- Supporting advisers with client queries and policy information requests
- Ensuring all administration meets Central Bank of Ireland standards

REQUIREMENTS

- QFA qualification (essential)
- Minimum 5 years' experience in Life & Pensions within a brokerage
- Strong working knowledge of life, protection, and pension products
- High attention to detail and excellent organisational skills
- Positive, can-do attitude with commitment to high professional standards
- Ability to work effectively independently and as part of a team

WHAT WE OFFER

- Competitive salary commensurate with experience
- Uncapped performance bonus structure
- Underground parking at Beacon Complex, Sandyford
- Supportive, professional team culture with opportunity to grow

To apply or enquire, contact aideen@omegafinancial.ie