

Plumbing & Mechanical Services (UK) Industry Pension Scheme

Summer Work Placement



3 months, June – August (earlier start date may be possible)



Office based - Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH



Full time – 9am-5pm Monday-Thursday, 9am-4.30pm Friday

An exciting work placement opportunity has arisen at our friendly in-house pension company based in Edinburgh. The role would suit a motivated, hands-on individual wanting to gain experience in the pensions sector.

About Plumbing Pensions (UK)

The Plumbing & Mechanical Services (UK) Industry pension scheme was set up in 1975 to provide cost effective and secure career average pension benefits for workers in the plumbing and mechanical services industry. With assets of around £1.3 billion and 31,000 members, it is one of the largest industry-wide DB pension schemes in the country.

About the role

The role will include:

- Analysing results / data from third parties
- Issuing forms and letters to pension scheme members
- Maintaining and updating our Administration System for completed forms
- Providing regular updates to the Pensions Administration Manager
- Other ad-hoc projects and tasks as required
- Relevant training

The successful candidate will need:

- Attention to detail
- Ability to work independently as well as contribute effectively as a team player
- Be able to manage their workload effectively
- Good communication and interpersonal skills
- Proficient at MS Office, including Excel and Word

How to apply

To apply, please send your CV to recruitment@plumbingpensions.co.uk.

To discuss further, please get in touch using the email address above.