



# Benefit Coordinator

***Unique and challenging opportunity to become proficient in recordkeeping retirement plans that are designed for top executives within private and public companies across the United States. We do not expect applicants to have specific experience in this field as it is a very unique, niche market. Employees are provided regular, formal on-the-job training. An ideal applicant will be analytical and detail-oriented, have an aptitude and willingness to learn, and possess a strong desire to succeed.***

*The Pangburn Group, located in New Roads, Louisiana, a short drive from Baton Rouge. It is through engaged employees, interesting client relationships, great benefits, and a dynamic culture balancing hard work and fun (e.g., seafood boil, scavenger hunt, parties), that we have gained this distinct honor. If you are looking for a challenge and a great environment to call home, this is a unique opportunity not to ignore.*

**Education Requirements:** Bachelor or Associate degree or equivalent work experience.

**Position Overview:** Benefit Coordinators are responsible for processing and analyzing data and for assisting and supporting Account Managers to ensure efficiency, timeliness, and accuracy of operations and scheduled and ad hoc reporting.

## **Duties:**

- Assist with plan set up, maintenance, and with preparation of scheduled reporting
- Review and monitor transactional data (e.g., contribution data feeds, deemed investment allocations)
- Assist in the preparation, collection, and auditing of enrollments
- Monitor and update information contained in client records, task system, and spreadsheets
- Assist plan participants with resetting account and addressing basic questions
- Assist with Operator and Participant Phone Lines
- Assist in preparation of distribution statements, benefit statements, and accounting reports
- Other duties as assigned by the Account Managers, Operations Manager and/or Director

## **Required Skills:**

- Demonstrate excellent written and verbal communication skills
- Proficiency in Microsoft Excel and Word
- Ability to prioritize and perform multiple tasks simultaneously by establishing priorities, planning ahead, and anticipating issues in order to meet deadlines and client expectations
- Detail oriented
- Maintain an organized approach to duties and responsibilities
- Strong customer relation skills with the ability to foster and maintain an effective team environment

*The Pangburn Group is an equal opportunity, at will employer and will not tolerate discrimination or harassment on the basis of race, color, creed, religion, age, sex, veteran status, sexual orientation, marital status, medical condition, physical or mental disability or any other basis protected under applicable federal, state, or local law.*