THE PANGBURN GROUP

Benefit Coordinator

Nonqualified Benefit Plans

LOCATION	EDUCATION
New Roads, Louisiana Hybrid work available after initial orientation	Bachelor or Associate degree or equivalent work experience

About the Opportunity

The Pangburn Group is a leading provider of recordkeeping and consulting services for nonqualified deferred compensation plans. For more than 30 years, we have built our business on technical expertise, exceptional service, and trusted client relationships.

We are proud to be recognized for 10 consecutive years as a **Baton Rouge Business Report Best Company to Work For**!

We are seeking a Benefit Coordinator who is analytical, detail-oriented, and enjoys working with data. **Prior experience with nonqualified plans is not required—we provide the training needed to develop specialized expertise.**

What You'll Do

- Assist with plan setup, ongoing maintenance, and preparation of scheduled reports
- Review and monitor transactional data, including contribution data feeds and deemed investment allocations
- Assist with the preparation, collection, and auditing of participant enrollment information
- Monitor and maintain information in client records, task management systems, and spreadsheets
- Assist plan participants with account access, password resets, and basic account inquiries
- Provide support for Operator and Participant phone lines
- Assist with the preparation of distribution statements, benefit statements, and accounting reports
- Perform other duties as assigned by Account Managers, the Operations Manager, and/or Director

What We're Looking For

- Bachelor’s or Associate degree or equivalent work experience
- Strong analytical, problem-solving abilities, with an aptitude for working with data and numbers
- Excellent attention to detail and commitment to accuracy and excellent written and verbal communication skills
- Proficiency in Excel, Word, and PowerPoint
- Ability to prioritize and manage multiple tasks, plan ahead, and anticipate issues to meet deadlines
- Strong interpersonal and customer service skills, with the ability to contribute positively to a collaborative team
- Self-motivated, dependable, and eager to learn

What You'll Learn

- Nonqualified deferred compensation plan recordkeeping
- Plan setup, maintenance, and operational processes
- Evaluate and monitor contribution data, investment allocations, and transactions
- Participant enrollment and benefit calculations
- Pangburn’s propriety recordkeeping systems and technology

If you enjoy learning, working with data, and helping clients, **Pangburn offers an opportunity to build expertise in a highly specialized area of financial services.**