

Plan Administration Intern

Leading Retirement Solutions (LRS) is a fast paced, emerging Third Party Administration and Recordkeeping firm to company sponsored retirement plans.

LRS provides a variety of business support and company retirement plan services to companies, owners, investors, and employees in 48 states. We provide Third Party Administration services including plan design and administration of company retirement plans, such as 401(k), 403(b), defined benefit, church plans, 457 plans and more for Profit and Not for Profit organizations. We also offer open architecture recordkeeping services, providing investment advisors, managers, plan sponsors and participants with access to traditional and non-traditional investments.

This is an exciting time for us as we continue to grow. We are looking for team members who want to be a part of building our team and company. This is an entry level position with lots of opportunity for advancement as we continue to grow. If you seek a workplace offering a clearly defined set of duties and procedures that rarely change, we are not the right fit for you.

Position: **Plan Administration Intern**

Salary: Unpaid-will provide school credit if applicable

Location: Seattle, WA

Hours: Part-time (10-20hrs a week)

This position will be responsible for the following:

- Support the implementation, maintenance, and service of company sponsored retirement plans
- Provide internal support to develop and maintain the client implementation process, workflow improvement initiatives, and program/policy changes
- Coordinate with other team members to successfully complete all retirement plan implementation activities
- Provide superior service and support to referral partners and clients by timely responding to requests and resolving account issues
- Help prepare enrollment kits for team members and their clients

Preferred experience and qualifications include:

- High School Diploma required, Associates degree preferred
- Experience in the retirement plan, investment, insurance or banking industries
- Proficiency is required with Excel, Word, Outlook, Adobe Acrobat, browsing network directories, and dual screens as we are a paperless office
- Superb communication skills and a commitment to superior customer service
- Excellent attention to detail and accuracy, proficient with numbers and basic calculations

Please send a resume and any additional applicable information to:

Attn: Human Resource Department

hr@leadingretirement.com

www.leadingretirement.com