
Job Posting

Position: Junior Benefit Specialist – Pension, Taft-Hartley
Job Grade: III
Department: Client Services
Hours: Part time/20 hours per week
Union: Represented position by Local 11, OPEIU

Duties Include:

- Performs advanced and complex, clerical duties requiring the use of independent judgment, analysis and detailed knowledge of company and/or department procedures related to work performed;
- Prepares accurate and timely customer correspondence;
- Provides exceptional customer service in a call center environment;
- Provides timely and accurate entry and maintenance of member pension applications;
- Coordinating and processing documents, maintaining records, preparing or compiling reports, operating simple office machines and contacting suppliers;
- Other duties as assigned.

Required Qualifications:

- 2-4 years clerical experience in a pension environment;
- Knowledge of employee plans and regulations including Taft-Hartley defined benefit, defined contribution and 401(k) administration.

Proven Skills Regarding:

- Proven Customer Service skills;
- Excellent verbal, written, and phone communication skills;
- Intermediate level typing and 10-key abilities including accuracy;
- Proficient in MS Word and Excel for Windows;
- Good basic math skills;
- Maintaining paper, electronic, and project file organization;
- Maintaining complicated records;
- Creating, improving and using administrative systems and procedural checklists;
- Ability to work independently and under general supervision;
- Working successfully in a team environment;

- Ability to ask clarifying questions to complete tasks in the most efficient manner possible;
- Ability to frequently lift/move boxes with a weight of 30 lb or less;
- Ability to sit for long periods of time; and
- Ability to follow policies, procedures and guidelines.

Successful Candidates will have Attributes and Values Important to A&I

- Maintains confidentiality;
- Takes Initiative;
- Takes pride and ownership of work product;
- Reliable and is accountable for themselves and their work;
- Responsive and follows through;
- Work ethic (attitude and willingness to work and deliver timely and quality work);
- Demonstrates flexibility;
- Punctual including excellent attendance record;
- Integrity;
- Honesty;
- Respectful and courteous;
- Cooperative;
- Organized;
- Proven ability to prioritize work and multitask;
- Attention to detail/quality/accuracy;
- Solution oriented; and
- Excellent time management skills (able to prioritize and meet deadlines).

Preferred Qualifications:

- 2 years of college or equivalent business school training.

How to apply:

Interested parties please submit resume to hr@aibpa.com and reference #CSPJR

Cc: Local 11

7/21/2015