



Benefit Plan Administrators, Inc.
Since 1954

Job Posting

Position: Junior Benefit Specialist – Pension, Taft-Hartley
Department: Client Services
Job Grade: III
Classification: Regular Short-Hour Bargaining Employee
Hours: 79 hours per month,
hours may vary depending on department needs

Established Portland-based service company is looking for a part-time Jr. Benefit Specialist to join our Pension team in the Taft-Hartley division of our Client Service Department.

Founded in 1954, A&I Benefit Plan Administrators, Inc. is a women-owned, leading Third Party Administration company offering employee benefit plan administration services to employers, associations and multi-employer groups in the western U.S.

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 customer correspondence.
- Functions 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:

- Proven Customer Service and phone skills.
- MS Word and Excel for Windows or WordPerfect (Word preferred).
- Excellent verbal and written communication skills.
- Detail oriented, flexible, team player.
- Proficient at handling and prioritizing multiple tasks.
- Ability to work under general supervision.
- Demonstrated ability to type accurately.
- 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.

Preferred Qualifications:

- 2 years of college or equivalent business school training.

Small enough to know you, big enough to serve you.

Pay Rate:

\$15.90-17.81 per hour depending on qualifications and experience.

How to Apply:

For more information about our company, please visit www.aibpa.com to determine if this opportunity may be right for you. Qualified candidates please submit resume hr@aibpa.com or 503-228-0149, and include reference #SMJRPENPT.

Posted 3/3/10

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