



## **Administrative Support - Pension**

### **Summary Job Description**

An excellent entry level position for qualified individuals looking to expand their knowledge in the employee benefits field. Qualified candidates must be customer service and detail oriented, organized, a team player, and creative. Responsibilities include data entry, opening mail, scanning preparation, customer service phone support, and assisting with other administrative tasks.

### **Principal Duties & Responsibilities:**

#### **Administrative/Clerical**

- Very strong data entry skills
- Typing 45 wpm, accuracy extremely important
- Experience in MS Word and Excel
- Some experience with retirement plans a plus
- Other administrative duties as assigned

### **Qualifications:**

#### **Education and Experience**

- High School education or equivalent experience.

#### **Requirements**

- Ability to work without direct supervision and demonstrate considerable initiative
- Professional appearance
- Ability to use Microsoft Office products – Word and Excel
- Ability to problem solve
- Organization, attention to detail, flexibility and strong ability to multi-task
- Reliable and good attendance a must

#### **Physical & Mental Demands**

- Ability to sit for prolonged periods of time
- Ability to lift 20 pounds

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

**To apply for the Administrative Assistant position now, click the link below.**

**<https://www.sheakley.com/JobApplication/>**