

## Business Logistics Internship

📍 Seattle, WA

🕒 Part Time (20 hours/week)

📅 Start Immediately

💰 \$15.75/hour

At Leading Retirement Solutions (LRS) our mission is to empower all businesses with the economic independence required to help their employees save for a secure retirement. In order to deliver on this mission, LRS team members uphold their commitment to superior customer service, have a consistent track record of exceeding expectations, and always show their attention to detail by continually advancing their education of our unique industry. With their solutions-oriented mindset and ability to thrive both independently and as part of a team, LRS is able to leverage our strengths and promote innovation throughout our industry. If this aligns with your values, and you possess the skill set to thrive in a fast paced and often changing work environment, we would love for you to join our organization of experts!

We implement 401(k)s, 403(b)s, Defined Benefit Plans, SEP & Simple IRAs, ROBS, ESOPs, Church Plans, and even plans for Cannabis companies. Through our open architecture recordkeeping services, we provide investment advisors, managers, plan sponsors and participants access to traditional and non-traditional investments.

### Department Responsibilities

The Administration & Recordkeeping team supports all aspects of Plan Administration including trading activities, participant support, and sponsor interaction. Team members communicate with plan sponsors, participants and referral partners to develop and direct the implementation process, improve workflow processes, make program and policy changes, and meet regulatory requirements.

### In Your Role

- 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 responding to requests and resolving account issues in a timely manner.
- Help prepare enrollment kits for team members and their clients.

### Qualifications

- Work Authorization: U.S. Citizen or Permanent Resident Visa.
- College or graduate student. Past or present studies in Business, Accounting, Finance or related fields.
- Experience in the retirement plan, investment, insurance or banking industries.
- Excellent attention to detail and accuracy, proficient with numbers and basic calculations.
- Strong command of technology and the ability to quickly learn new software solutions
- Proficiency is required with Excel, Word, Outlook, Adobe Acrobat, browsing network directories, and dual screens as we are a paperless office.

**To Apply:** Email Human Resources - [careers@leadingretirement.com](mailto:careers@leadingretirement.com)

Be sure to include a cover letter, resume, references, and your unofficial transcript.