LEADING RETIREMENT SOLUTIONS

BE THE LEADER. PLAN FOR THE FUTURE.

Business Development 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 Client Services team communicates directly with our clients in an effort to understand their experiences with our company, discuss the services we provide, and assist in any addition requests they may have. Team members respond to client questions regarding their retirement plans, discuss expectations on meeting regulatory requirements, and collaborate with other departments to resolve client issues.

In Your Role

- Create and implement marketing strategies that support the client services team in securing new clients
- Correlate data in multiple databases to develop targeted communication campaigns
- Utilize applicable emotional intelligence to develop marketing campaigns directed at entrepreneurs
- Mine prospect lists with the intent to target specified audiences
- Design and implement mailers based on prospect lists
- Providing support to industry groups via consistent messaging
- Develop drip campaigns with our current CRM software
- Identify and execute the full cycle of client prospecting
- Drive customer behavior to achieve company-wide goals

Qualifications

- Work Authorization: U.S. Citizen or Permanent Resident Visa.
- College or graduate student. Past or present studies in Business, Sales, Marketing or related fields.
- An understanding of target communication as it supports sales industries.
- Strong command of technology and the ability to quickly learn new software solutions.
- An understanding of the impact marketing and CRM systems have on a company.
- Proficiency with Excel, Word, Outlook, Adobe Acrobat, browsing network directories, and dual screens.

To Apply: Email Human Resources - careers@leadingretirement.com

Be sure to include a cover letter, resume, references, and any additional information.

Leading Retirement Solutions, LLC
Direct: (206) 430-5084 | Toll-Free: (800) 974-2814
careers@leadingretirement.com | www.leadingretirement.com