

Human Resources 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 Finance & Human Resource team is responsible for the improvement of LRS by regularly measuring and reporting budgets, forecasts, and pertinent information for strategic decision-making including asset purchases, expansions, and staffing needs. Team members proactively handle labor law compliance, recordkeeping, hiring and training, compensation, relational assistance, cash needs, and help with handling specific performance issues.

In Your Role

- Provide administrative support regarding company retirement plan, wellness programs, volunteering, employee related programs, and other benefits.
- Maintain working knowledge of general office practices.
- Compile metrics for reporting, tracking, and team presentations.
- Maintain and organize digital files.
- Creative participation and forward-looking contributions to team activities and company progress.
- Support Human Resources department research and development in pursuit of company goals.

Qualifications

- Work Authorization: U.S. Citizen or Permanent Resident Visa.
- College or graduate student. Past or present studies in human resources, business administration, or related fields.
- Strong command of technology and the ability to quickly learn new software solutions.
- Experience with company sponsored retirement plans and/or the financial services or investment industry is preferred.
- 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

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