

Pension Claims Examiner: We are currently seeking full-time Pension Claims Examiners to process pension inquiry requests, prepare retirement applications (including benefit calculations), disability retirement benefits and survivor benefits. Qualified candidate will provide exceptional customer service over the phone, through email and in-person meetings.

Responsibilities:

- Answer phone calls and assist participants with their retirement questions
- Prepare retirement estimates, applications, distribution forms and related correspondence
- Handle confidential participant information
- Input participant changes and place retirees in pay status
- Assist participants throughout the retirement process
- Distribute correspondence to participants, unions, and attorneys

Minimum Qualifications:

- 2+ years experience in a clerical/administrative position
- High school diploma/GED required
- Ability to comprehend and interpret pension benefit processing with a reasonable period of training
- Ability to comprehend and interpret employee handbooks and SPDs
- Above average arithmetic proficiency
- Ability to use calculator
- Ability to compose complex letters
- Excellent office and customer service skills
- Solid organization skills with strong attention to detail
- Pleasant, friendly disposition
- Ability to multi-task in a busy work environment
- Able to take direction well and work with minimal supervision
- Must be conscientious, efficient and dependable

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, use hands and fingers to operate a computer and telephone, reach, stoop, and kneel to file
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required
- Regular, predictable attendance is required
- Ability to sit a computer terminal for an extended period of time
- Ability to work in a confined area
- Ability to handle moderate noise (business office with computers, phone, printers, and light traffic)

Competitive Pay. Bonus available. Employer contributes to 401(k) with no employee match required. Life, AD&D and LTD provided at no cost to employee.

Equal Opportunity Employer