

TEAMSTER MEMBERS
RETIREMENT PLAN



JOB DESCRIPTION-PENSION SPECIALIST

Teamster Members Retirement Plan (TMRP) is a supplemental plan like no other and has been in existence since 1950. TMRP offers a monthly pension, which is designed to last as long as your retirement does. In addition, TMRP offers a disability benefit, spousal option and death benefit. We are looking for an energized, self-motivated individual to join our team.

This position is a full-time union position under OPEIU Local #9. Candidate will be responsible for day-to-day operations of the Plan, including but not limited to, customer service, filing, inputting of records, participant files from cradle to grave, bulk mailings, special projects, marketing of Plan communications and benefits, and additional duties as assigned.

Skills:

- Ability to explain retirement benefit plan policies and procedures to eligible plan participants and beneficiaries.
- Calculating retirement benefits.
- Maintaining records of participants and beneficiaries.
- Ensuring plan benefits are administered in accordance with Plan Trust Indenture and labor law regulations.
- Solid understanding of laws, regulations, and company policies related to retirement benefits.
- Ability to interpret financial data and apply it to benefit plan policies and related documentation.
- Good communication skills.
- Ability to organize employee data and work well in a team.
- Experience with Word, Excel, and Social Media platforms essential.

Requirements:

- Minimum 3 years' experience in retirement, benefits, financial planning, or a similar role.
- Bachelor's degree in business, finance, or related field a plus.

Physical Job Requirements:

This position is stationary with long periods of sitting, some standing and lifting requirements of 40 pounds.

Benefits:

- Member of OPEIU Local #9 Union.
- Participant in TMRP.

- Competitive Medical, Dental, Vision, AD&D/Life Insurance-currently 100% premium paid by Employer.
- Paid Holidays, Vacation, Personal, and Sick time.
- Starting Salary \$48,000-55,000. Commensurate with experience.
- Hours: Monday thru Friday, 8:00 a.m. to 4:00 p.m. with 1 hour lunch break

For additional information please contact Maggie Peck, Executive Director at mpeck@teamstermrp.org.

To Apply:

Send Resume and Cover Letter either via email to mpeck@teamstermrp.org or by mail to 455 Kehoe Blvd, Suite 100, Carol Stream, IL 60188 Attn: Maggie Peck by **March 31, 2023**.

*Teamster Members Retirement Plan is an Equal Opportunity Employer. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.