TPA Benchmark Talent Solutions℠

401(k) Benefits Consultant
Job 177
Remote

Thank you for using the TPA Benchmark Talent Solutions Job Board!

We are seeking an experienced and detail-oriented **401(k) Benefits Consultant** to join our team. This role is ideal for professionals with a background in retirement plan administration who are ready to take their career to the next level.

Responsibilities and Growth Opportunities:

- Conduct **ADP/ACP Discrimination Testing** and have a working knowledge of other nondiscrimination tests, including **IRC 401(a)(4)** and **Top-Heavy Testing**.
- Reconcile plan assets and participant accounts with precision and accuracy.
- Prepare and file **IRS Form 5500** and other compliance documentation.
- Provide consultative support to clients, fostering strong and lasting relationships.
- Stay updated on legislative and regulatory changes impacting retirement plans, maintaining compliance expertise.

Desired Background:

- **2-10 years of experience** in defined contribution plan administration.
- While a Bachelor's Degree is preferred, it's not a strict requirement.
- Strong organizational and client management skills to deliver exceptional service.
- Proficiency in Microsoft Office applications, particularly Word and Excel.
- Familiarity with Relius administration system and PensionPro is a plus.
- Proven ability to manage annual administrative services and client interactions with confidence.

What We Offer: We take pride in fostering an inclusive and dynamic work environment. Our competitive benefits package includes:

- Comprehensive medical insurance to support your health.
- A 401(k) plan to help secure your financial future.
- Paid time off for vacations, sick leave, and regular holidays.
- Professional development opportunities to advance your career.

Join Our Team: If you're a highly motivated professional with a passion for excellence in retirement plan administration, we'd love to hear from you. Step into a fulfilling career where you'll contribute to shaping secure financial futures for our clients while growing your expertise in a collaborative and supportive environment.