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## Job Title

401(k) Client Service Administrator

## Company

Confidential

## Location

Rye Brook, NY

## Job Type

Full-Time

## Salary

\$80,000 - \$95,000 plus bonus, depending on experience

## Industry

Executive & Employee Benefits

## About the Company

Our client is a full-service financial planning firm that manages personal investment portfolios, corporate benefits, life insurance strategies, disability, and LTC. The firm manages various retirement and medical benefit programs and wishes to expand its 401(k) initiative significantly.

## Job Description

As a member of a dedicated personal financial planning and 401(k) services team, you will be coordinating various aspects of the process. On the personal planning side, you will be coordinating with advisors on the team to collaborate around onboarding clients, selecting appropriate asset management solutions and coordinate a service model for clients. On the 401(k) side, we rely heavily on various vendors (Fidelity, Principal, Voya, Lincoln, etc.) and their teams, so much of the role will be coordinating with the vendor teams and our clients.

## Responsibilities

- Oversee all aspects of client onboarding including coordinating with advisors on appropriate asset management solution
- Maintain and optimize service model for both personal planning and 401(k) clients



- Manage the 401(k) RFP process with various vendors and assemble RFP results into presentation format
- Set-up 401(k) Committee meetings with each client (annual or semi-annual) and provide team with all necessary material for such meetings
- Knowledge in licensing, appointment with vendors and Broker Dealer paperwork
- Track revenue
- Research and respond to/resolve inquiry calls from clients and participants concerning operational issues, as well as providing information and assistance to other areas of the company.
- Organize and conduct 401(k) enrollment meetings

### **Experience and Qualifications**

- Bachelors' Degree (business-related preferred)
- 5-7 years of personal planning and/or retirement plan administration experience
- Proficient in utilizing Microsoft Office, specifically Outlook, Word and Excel
- Series 7 & 63/65
- Familiarity with NetX 360
- CRM and QKA designations preferred
- Knowledge of 401k plans (various plan designs types, vesting options, non-discrimination testing, general compliance requirements, loan provisions and record keeping process)
- Thorough understanding of qualified plans, including ERISA, the Internal Revenue Code and relevant regulations.
- Be able to communicate tactfully and effectively, orally and in writing and maintains effective work relations with those encountered in the course of employment.
- Organizational and planning skills and attention to detail
- Flexibility, adaptability and the ability to multi-task

