

## Benefits Processor – Entry Level

Park Employees' Annuity and Benefit Fund - Chicago, IL 60630

This position performs a variety of clerical and customer service duties within the benefits department, including the preparation of all letters sent to members and non-members in response to pension estimate requests, the processing of applications for refunds and annuities and related duties involving the annual Trustee election. Candidate must be skilled in Microsoft products, organized, have good written and oral communication skills and a team player. Spanish speaking a plus.

Job Type: Full-time

Salary: \$50,000.00 per year

### Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

### Schedule:

- 8 hour shift
- Monday to Friday

### Education:

- Associate (Required)

### Experience:

- Clerical: 5 years (Preferred)

### Work Location:

- One location

### Work Remotely:

- No