



1810 Gateway Drive, Suite 230
San Mateo, CA 94404

Tel (650) 692-2043
www.primarkbenefits.com

We're looking for someone with a history of success.

We're looking for someone with motivation.

We're looking for someone that proactively manages their caseload.

We're looking for someone with a PASSION for Retirement.

We're Primark Benefits, and we're looking for YOU!

*Primark Benefits has a solid reputation for providing complete administration, recordkeeping, compliance, and consulting services for retirement plans. Currently, we are looking for an experienced **Defined Contribution Pension Administrator** to join our team.*

Remote Workplace Environment

Primark Benefits is looking for someone who is an excellent communicator, that can complete the entire annual administration and reporting cycle for defined benefit and defined contribution plans (including all testing and valuations, distributions/loans, asset reconciliations and forward-thinking consultation with clients). Familiarity with special engagements like audits, EPCRS, etc. a plus.

We're different from our competition. *Our* approach is **different**. How we feel about our **staff** is different. When someone calls you, they're getting the **right answer** at the **right time**. Our clients and referral sources appreciate the fact that when they call with a question, they're able to have a real dialog - NOT a "yes" or "no" answer. Our employees **dig in** to find out what the challenge is, and how we can solve it.



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Candidates for this position should possess the following skills:

- **At least 5 years' experience in Defined Contribution administration.**
- **Proficient in complex 401(a)(4) testing.**
- **Proficiency in Microsoft Office suite of programs preferred.**
- **Experience with ASC Compliance Systems, FTWilliam 5500 and Pension Pro**
- **ASPPA or NIPA Credentials (or willingness to obtain designations).**
- **Ability or desire to teach/train a plus but not required.**

Our Employee Benefits:

- Medical and Dental benefits with employer contribution
- Retirement – 401(k) plan with employer contribution and Cash Balance plan
- Life, AD&D, LTD insurance – company paid
- PTO & Holidays
- Flexible Spending Account
- HSA High Deductible Account