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# Example of Defined Benefits Job Description

Our growing company is hiring for a defined benefits. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for defined benefits

* Provide demonstrations of products, review BRDs with team as needed, capture defects in defect management tools, work with client to resolve source of defects
* Manages activates of a department(s) through individual contributors or subordinate managers
* Subordinate managers exercise full supervision in terms of costs, methods and staffing
* Help to establish a client review schedule, prioritizing document reviews and signoff as appropriate to meet programming dates
* Responsible for supporting the design, compliance, financials and communication of the employee and agent defined contribution and non qualified deferred compensation plans and projects as needed
* Supports functions to ensure the plans are fully compliant in design and administration by overseeing the accuracy and completion of the compliance requirements, including the filing of the 5500's, ADP/ACP testing, SAR's, updating of summary plan descriptions, plan documents and participant communications
* Coordinates annual enrollment for the non-qualified plans including eligibility files, communications, systems updates
* Ad hoc data maintenance as directed
* Process flow development and maintenance
* Production move preparations and planning

## Qualifications for defined benefits

* Provide peer review on all year-end process – pension adjustments, pension adjustment reversals, membership reconciliations, fund reconciliations, annual statements, annual information returns
* Identify and resolves issues that affect accuracy
* Analyze legislative and regulatory summaries and ensure compliance for all client work
* Ability to create a team setting that encourages both individual and team accomplishments
* Minimum 10 years Defined Benefits client service management experience
* Staff and project management experience, required