



Transaction Specialist

Financial institution that deals primarily with 401(k) plans is looking for a transaction specialist. This person will work in a friendly office environment in Arlington, TN. A portion of the job will be to coordinate distributions, approve and process contribution uploads, unlock participant accounts on-line, and speak with clients about getting contributions into the plan in a timely manner.

The ideal candidate will have worked in some form of service industry for 3 to 5 years. They will have a minimum of a high school diploma. They must be able to communicate at a high level in both verbal and written skill sets. They must be very detailed oriented and understand that the data they process is confidential. We are looking for knowledgeable, honest, courteous, sincere, diplomatic, timely and attentive employees to serve our client base. It is a big plus if this person is familiar with excel software and normal computer functions. This job will require you to be on-site Monday thru Friday from 8:00 to 5:00 working on a computer.

The company will provide training in the specialized industry that we serve. We have written processes for all functions and will gladly train the right person on how to do the job and be successful in this industry.

If you are interested in being part of a highly motivated team that helps people reach their long-term goals then you should send a resume to: Jack@fb401k.com