

FutureBenefits of America  
Arlington, TN

Local company in the finance/401(k) business is looking for reliable, in the office workers to do customer service, data entry task(s) and explain (via e-mail and by phone) how certain processes work in our operation. The ideal person would be proficient in excel and have a high level of written and verbal skills. Working in an office environment for 3 or more years would be a plus. This is **NOT** a remote working job. This is a M-F 8:00 to 5:00 opportunity in a safe local office environment. Please send a detailed resume to [Jack@fb401k.com](mailto:Jack@fb401k.com) If you are interested in a part time position (either 8:00 to 12:00) OR (1:00 to 5:00) in the office, we could discuss this.