



*"Your 401(k) Plan Design
& Administration Specialists"*

Retirement Account Coordinator

Qualified Plan Consultants, LLC is a locally owned small business that is preparing for future growth. We are a third party administration firm that provides consulting and administration services 401(k) plans. We have a professional, yet relaxed atmosphere.

Account Coordinators are responsible for assisting internal customers (Retirement Plan Consultants) with:

- Distribution processing
- Day-to day written and verbal communication with clients
- Compliance testing
- Government reporting preparation
- Routine spreadsheets and reports

Must possess:

- Excellent customer service skills
- Proficient with software systems including Microsoft Word, Excel
- Above average written and verbal skills
- Sound analytical thinking and interpersonal skills
- Ability to work independently with minimal supervision

Working hours are Monday – Friday, 8 am – 5 pm. We offer competitive pay, excellent benefits and a team-oriented environment.

Interested candidates (no recruiters please) should mail, fax or email a resume with salary requirements to:

Mitzi@401k-qpc.com

Qualified Plan Consultants, LLC

Attn: Mitzi Nelson, Administration Manager/Senior Retirement Plan Consultant

4949 Westown Parkway, Suite 110

West Des Moines, IA 50266

Fax (515) 252-0980

For further information, please use your web browser to visit <http://www.401k-qpc.com>