

Teachers Retirement System of Georgia



JOB TITLE : Retirement Specialist (New Retirements)

Required Education	Bachelor's degree	Years of Experience	1-2 years of financial and/or banking experience
Manages Others	No	Employment Type	Full time

JOB RESPONSIBILITIES

- Performs analysis of member accounts; determine retirement eligibility, establishes service credit and process related paperwork.
- Assess and monitor prior account activity for accuracy; make corrections as necessary.
- Enters retirement application data and calculate monthly retirement benefits.
- Process active death accounts.
- Requests necessary certification, documentation, paperwork, and records from previous and current employers, members and beneficiaries.
- Responds to high volume telephone calls and written inquiries from members with regard to application status, required documentation, and other issues regarding retiring applicants TRS accounts.
- Provide assistance to members in person pertaining to the retirement process.
- Perform other related duties as assigned.

Job Summary

Under general supervision, the Benefits Specialist will provide prompt, accurate and friendly customer service to active members, new retirees, and employers covered under the Teachers Retirement System.

SKILLS AND QUALIFICATIONS

- Bachelor degree from a four year accredited college or university
- 1-2 years of financial and/or banking experience
- Excellent organizational ability to prioritize and manage several tasks at once without compromising quality of work and division deadlines
- Critical thinking skills
- Basic math skills
- Ability to handle heavy case load
- Strong oral and written communication skills
- Ability to handle high volume of telephone calls and written inquiries
- Ability to exhibit excellent customer service skills.

Our Location

TRS is located on the outskirts of the Downtown Atlanta (right around the corner from Atlantic Station) in a growing business district.

BENEFITS

- Health Insurance
- Life Insurance
- Dental Insurance
- Disability Insurance
- Flexible Spending Accounts for Medical and Dependent Day Care
- Paid Vacation Leave (up to 15 days in first year)
- Paid Sick Leave (up to 15 days in first year)
- 12 Paid Holidays Per Year
- Pension Plan
- 401K with Matching Employer Contribution
- Free Covered Parking