



Employment Advertisement

POSTED: 01-23-2015

Retirement Benefits Administrator

Two Rivers Bank & Trust – Burlington, IA

Two Rivers Bank & Trust is looking to fill a Retirement Benefits Administrator position.

The duties of this position shall include serving as the lead contact for 401k and IRA clients for general plan questions and service requests. This position will also assist with presentations of plan information and benefit options to plan participants.

The successful candidate will possess exceptional customer service and communications skills, must display a professional appearance and demeanor, and have the ability to maintain the highest level of confidentiality. Previous professional office experience and general PC skills with knowledge of MS Office is preferred. Prior working knowledge of 401k and IRA retirement plans is a plus.

This position includes a competitive salary along with a generous benefits package with health, dental, and vision insurance, eligibility for 401k and ESOP retirement plans, plus much more.

Applicants who meet or exceed the above requirements should send a current resume and application for employment (complete and submit online at www.tworiversbank.com) or via mail to:

**Two Rivers Bank & Trust
Attn: Human Resources
222 N. Main St.
Burlington, IA 52601**

Two Rivers Bank & Trust is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.