

Retirement Plan Consultant

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 for defined contribution plans. We have a professional, yet relaxed atmosphere.

The ideal candidate will have at least two years of 401(k) plan administration experience.

Retirement Plan Consultants are responsible for managing all aspects of their assigned caseload including:

- Written and verbal communication with clients and advisors
- Compliance testing
- Form 5500 preparation
- Depending on experience, review of work performed by peers
- Coordinate plan transfers and installations
- Plan interpretation and drafting
- Plan design illustrations for existing and prospective clients

The salary range depends on your experience. 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:

melissa@401k-qpc.com
Qualified Plan Consultants, LLC
Melissa Ryan, Administration Manager
4348 114th St.
Urbandale, IA 50322
fax (515) 252-0980

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