



Department Support Assistant (Part-Time)

EMPLOYER DESCRIPTION

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago ("LABF") was established in 1935 for the purpose of providing retirement and disability benefits to employees of the City of Chicago or the Board of Education who may be employed in a laboring capacity and to the beneficiaries of such employees. The employees of three City of Chicago retirement boards are also members of the LABF. The LABF is governed by an eight-member Board of Trustees and currently employs 18 full-time staff members. The LABF currently has over 2,400 active members and 8,000 total members with \$1.1 billion in investment assets. Please visit www.labfchicago.org for more information regarding the LABF.

JOB DESCRIPTION

The Department Support Assistant works closely with various LABF Departments, but particularly with the Benefits Department, and is responsible for a broad range of data entry, verification, administrative and research functions at the LABF.

Key Duties and Responsibilities

Data Entry:

- Populate databases and spreadsheets

Verification:

- Perform quality control reviews of various documents
- Verify member service records and other data
- Validate signatures on member forms

Administrative:

- Scan, index and organize various files and documents
- Prepare mailings
- Perform various customer service activities

Research:

- Legislation
- Member contact information
- Pension industry peer analysis

Other duties as assigned

QUALIFICATIONS

Education:

Bachelor's Degree preferred or equivalent work experience. LABF will consider applicants currently enrolled in an accredited undergraduate program.

Desired Skills and Attributes:

- Excellent organizational and time-management skills
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment and meet deadlines
- Strong work ethic, self-starter, resourceful, accurate, detail-oriented
- Excellent analytical and problem-solving skills
- Strong computer skills, particularly Microsoft Office Word and Excel (experience using mail merge a plus)
- Ability to work within and enjoy a team environment
- Exceptional customer service skills

ADDITIONAL INFORMATION

Reports to: Benefits Manager

Work Location: Laborers' and Retirement Board Employees'
Annuity and Benefit Fund of Chicago
321 N. Clark Street, Suite 1300
Chicago, IL 60654

Hours:

- Part-time
- In office
- Up to 25 hours per week with flexible schedule

Compensation & Benefits:

- \$17 per hour
- No benefits

How to Apply:

- Submit **resume & cover letter** to careers@labfchicago.org
- Recent graduates (graduation date on or after January 1, 2017), as well as current students, must specify GPA
- **Deadline to apply is May 7, 2021**

The Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago is an equal opportunity employer committed to a diverse and inclusive workforce.