

---

## Job Description

---

<b>Job title:</b>	Investment Program Specialist
<b>Location:</b>	West Chester, PA
<b>Company:</b>	Resolution Life Services US Inc. (RLUS)
<b>Reports To:</b>	Chief Investment Officer

---

### POSITION SUMMARY:

The Investment Program Specialist will primarily support the Chief Investment Officer and the Investment team's daily activities including managing the development of presentation materials for numerous scheduled and ad hoc meetings, as well as coordinating administrative support for the team.

The incumbent will be responsible for managing the consolidation of data, analysis and reporting, and creating the materials for meetings such as the Quarterly Business Review, Quarterly Financial Review, Investment Committee, ExCo and the Asset Liability Committee among others. This will include reaching out across the organization in gathering information, determining the look and feel of the reports/presentations. The role will also be accountable for the operating infrastructure, reporting and documentation of the meetings, working closely with the Chief Investment Officer and Investment Team members.

The role will also have ancillary responsibilities for the Investment team, including calendar management, travel, and expense management. Additional responsibilities include participating in team meetings and tracking follow-ups, developing an efficient electronic filing system of documents, and maintaining strong relationships with internal and external key counterparties.

The RLUS Investment Team is a lean, flat organization that requires all individuals to contribute in order to generate the best outcome for the Group. The environment is fast paced, flexible, and will allow the individual to gain exposure to all aspects of the investment process. The RLUS business expects to grow significantly in the coming years and the team will evolve along with it. The individual for this role will be expected to be a team-player, willing to learn, and develop her/his skills with a positive attitude and a high degree of self-motivation.

### EDUCATION:

Bachelor's Degree

### EXPERIENCE:

10 years of experience in an executive admin role

Experience in an Insurance company environment preferred

### SKILLS:

Strong analytical and problem solving skills

Excellent verbal and written communication skills

Ability to multi-task, prioritize, and pivot efficiently

Excellent organization and interpersonal skills

Proficiency with Excel and PowerPoint

Knowledge of MS Power tools preferred

---