

## **Assistant Executive Director, Operations**

The Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS), working in partnership with member school districts to provide retirement benefits to eligible members, is seeking an Assistant Executive Director of Operations. PSRS/PEERS is located in Jefferson City, Missouri. This individual coordinates operations with the Executive Director and Board of Trustees and directs the daily operations and administration of staff and facilities including information technology, security, safety and benefits administration. This position is responsible for strategic planning and administering operating and capital budgets.

A master's degree in business or related field is preferred plus ten years' experience in management and pension plans. Salary is commensurate with experience and education. PSRS/PEERS offers an excellent benefits package.

Please visit us online at [www.psrs-peers.org](http://www.psrs-peers.org) to view the job description/responsibilities and to complete the employment application process. Please upload a resume and cover letter with your application. The deadline to apply is December 20, 2020.

EOE

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