

Neurodiversity In The Workplace & Lincoln Financial Group ~Pilot Program Job Summaries~

Role 1: Financial Processor

- Utilize up to four administrative systems to input participant data
- Meet standards for accurate processing and adherence to production goals
- Work both individually and as a team to meet daily goals

Qualifications

- High School Diploma/GED
- Proficient with Microsoft Office Suite (Outlook, Word, Excel)
- No prior experience required

Role 2: Senior Financial Processor

- Utilize up to four administrative systems to input participant data
- Provide processing instruction notes electronically to the typing team
- Communicate with individuals inside and outside of Lincoln via email and telephone
- Work both individually and as a team to meet daily goals

Qualifications

- High School Diploma/GED
- Proficient with Microsoft Office Suite (Outlook, Word, Excel)
- Strong written and verbal communication skills
- Strong organizational and multitasking skills
- Able to make decisions independently