**HR - Retiree Services Officer**

**RMC** (Roku Management Consulting) is a dynamic, service-disabled veteran-owned small business specializing in providing professional services to government and commercial clients. As a participant in the SBA 8(a) Business Development Program, RMC is committed to delivering excellence through innovative processes, exceptional customer service, and strong core values.

RMC offers expertise in human resources, information technology, and professional management solutions, with a focus on supporting the mission-critical needs of local, state, and federal agencies, as well as private sector partners.

Our team thrives on collaboration, diversity, and a shared commitment to solving complex challenges. At RMC, we value our employees as our greatest asset, providing a supportive and inclusive work environment that encourages growth, development, and career advancement.

Join us in making a difference through meaningful work, driving impactful results for the communities and clients we serve.

**Job Description:**

The Retiree Services Officer specializes in providing support to military retirees and their families, ensuring they receive the full range of services and entitlements available.

**Key Responsibilities**:

* Provide services aligned with Personnel Information, Records Management, and Transition Management, including retiree separation processing and benefits counseling.
* Assist with SBP Open Season Enrollment/Disenrollment and corrections to military records.
* Address retiree and family inquiries related to federal, state, and local benefits.
* Support Retiree Activity Days and Retiree Council meetings.
* Perform other duties assigned.

**Qualifications**:

* **Education**: Associate degree in HR, Social Services, or related field (Bachelor’s preferred).
* **Experience**: Certification or experience in military retiree services.
* **Security Clearance**: Active **SECRET clearance** required.
* **Skills**: Customer service, records management expertise, and familiarity with Army retiree programs.