



POSITION TITLE Benefits Coordinator

DEPARTMENT Human Resources

POSITION SUMMARY

The Benefits Coordinator supports the company's business objective to attract and retain talent. The person in this role supports administration of the company's HR function as well as some benefit plans and leave of absence administration.

ESSENTIAL FUNCTIONS

- Respond to benefits inquiries from teammates, benefits enrollments, status changes and general inquires.
- Assist with processing benefits life status changes with HRIS.
- Assist with teammates' return to work by outreach to teammates, their managers, and updating leave status records.
- Occasional assistance with processing leave-of-absence request and disability paperwork.
- Responding to and processing medical child support orders.
- Maintain confidential benefits and leave administration records.
- Distribute benefits enrollment material.
- Assist with overseeing mail deliveries, packages, and handling USPS services for benefits.
- Annual enrollment support – assisting with enrollment issues and answering teammate annual enrollment questions.

This list is not inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

SKILLS

Mandatory Requirements

- Excellent verbal and written communication skills
- Proven interpersonal skills, with the ability to work effectively with all levels of management and employees
- Ability to prioritize workload and handle multiple tasks
- Attention to detail abilities
- Good time management and organizational skills
- Must have the ability to manage highly confidential information
- Proficient in Microsoft Office programs, email, and internet
- Understanding of basic benefits concepts

Preferred Skills

- Knowledge of Workday and ADP Vantage – strongly preferred
- Intermediate benefits compliance knowledge
- Work with reviewing benefits reports

EDUCATION

Mandatory Requirements

- High school diploma or equivalency

Preferred Requirements

- Associate degree or above



EXPERIENCE

Preferred Requirements

- Minimum 1+ years progressive human resources benefits experience
- Previous benefits experience
- Previous work with HRIS systems at basic knowledge user level

WORKING CONDITIONS

- Works in an office environment
- Partial telecommute available
- Very little to no travel will be necessary

ORGANIZATIONAL RELATIONSHIPS

- Reports to Director of Total Rewards

FLSA STATUS

Non-Exempt

PHYSICAL REQUIREMENTS

The physical demands include, but are not limited to sitting, standing, walking, communicating, seeing, hearing, use of hands, and lifting.

OTHER REQUIREMENTS

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria.