



GARLAND

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BENEFITS COORDINATOR (Contract position)

Summary

Responsible for overseeing daily performance of benefits and wellness programs including but not limited to maintaining file management and assisting staff and retirees with questions and concerns regarding the City's health benefits programs.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

1. Respond to employee and retiree inquiries regarding benefit services, payroll deduction and retirement information.
2. Process payroll transactions as needed to reflect benefit changes.
3. Input and verify eligibility of employee and retiree benefit programs.
4. Audit and process all benefits related bills received and eligibility error reports.
5. Assist in coordinating employee/retiree meetings.
6. Assist in coordinating benefit services initiatives including benefit fairs and vendor visits.
7. Evaluate HR/vendor integration on an ongoing basis for improved efficiencies.
8. Maintain employee benefit records.
9. Input and verify eligibility of active employees.
10. Provide administrative support for various benefits functions.
11. Present benefit information at New Employee Orientations.
12. Assist with front desk operations as needed.

Minimum Qualifications

- High School Diploma or General Equivalency Diploma (GED)
- 4 years related experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- Associates Degree or equivalent college coursework in related area
- 4-6 years experience in administrative support, technical support, collections, customer service, training and/or program oversight

Knowledge, Skills & Abilities:

- Intermediate knowledge of self-insured health and welfare insurance administration
- Intermediate knowledge of personal and ancillary lines of group insurance
- Intermediate knowledge of laws/regulations pertaining to group insurance and employee relations
- Excellent skills in PC and systems application
- Excellent customer service and telephone etiquette skills
- Excellent organizational skills
- Excellent oral and written communications skills
- Ability to multitask
- Ability to work independently and/or in a team environment
- Ability to resolve complex customer issues

Licenses and Certifications

- Valid Class C Texas driver's license

Physical Requirements / Work Environment

The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards.

Apply online at <https://external-garland.icims.com/jobs/5253/benefits-coordinator-%28contract-position%29/job>

Position Title: Benefits Coordinator (Contract Position)-
2017 postingBenefits

Prepared by: Dan Bensinger

Approved by:

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Prepared date: September 13, 2017

Approved date:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.