

Dolese Bros. Co. is seeking a Benefits Specialist to join our Corporate team in Oklahoma City, Oklahoma! This position will work out of the brand-new Oklahoma City office located at 8300 N Oklahoma Avenue.

[Learn more about Dolese here!](#)

JOB SUMMARY

The Benefits Specialist is responsible for providing analytical support for employee benefits programs to promote the company's business objective of attracting and retaining talent. This role will help administer the benefits and retirement plans and manage the leave of absence programs with a high level of customer service, employee interaction, and collaboration with HR team members.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Administer various benefits and retirement plans with minimal oversight
- Manage all aspects of the FMLA, the company's leave of absence (LOA) benefits, and return to work programs in accordance with applicable Federal and State laws
- Oversee ADA workplace accommodations and the interactive process in accordance with applicable Federal and State laws
- Ensure benefits, retirement, and other information and guidance is provided to employees in a resourceful, professional, and courteous manner
- Support employees with the use of the HR information system, Workday, by providing education and instructions relating to benefits, retirement, LOA, and other HR functions
- Develop and maintain a high-touch employee onboarding experience relating to benefits and retirement
- Partner with vendors to investigate claims issues, provide information in non-routine situations, and resolve complex administrative problems
- Organize the annual open enrollment process by collaborating with vendors and HR team members to host meetings, provide accurate information to employees, and ensure enrollments are completed in a timely manner
- Work with vendors and benefits consultants to ensure benefits and retirement information is accessible to the organization, easy to understand, and up-to-date
- Evaluate and maintain all required plan documents; ensure documents are updated and available to the organization according to governmental regulations and guidelines
- Enhance services and offerings by partnering with HR team members and leadership to continually evaluate areas of improvement
- Research and resolve issues related to claims by partnering with the third-party administrator and employees
- Oversee COBRA administration and provide assistance to employees
- Regular attendance at the worksite or assigned work location
- Other duties as assigned

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business, or related field of study required
- At least 5 years of benefits administration, leave administration, or related HR experience required
- PHR, SHRM-CP, or other benefits or HR certification preferred
- Experience interacting, advising, and communicating effectively required
- Experience using HR information systems required; preferably Workday
- Experience working with the ADA and the interactive ADA process preferred

KNOWLEDGE, SKILLS & ABILITIES

- Strong working knowledge of leave and disabilities plans (FMLA, ADA, etc.) including experience with program administration
- Strong understanding of benefits compliance
- Ability to demonstrate a strong customer-service orientation in a team environment
- Ability to research and resolve complex issues while leveraging vendor and consultant resources
- Strong organizational and decision-making skills
- Excellent communication abilities including written, verbal, and presentation skills
- Ability to work with all levels of the organization
- Ability to work proactively with limited supervision
- Proficient in Microsoft Office programs, email, internet, and HRIS (Workday preferred)
- Excellent interpersonal skills and a positive attitude that fosters effective relationships
- Ability to work a flexible schedule including early mornings, nights, and weekends

[Click here to apply for this job at Dolese.](#)

