



GIVING LIFE TO POSSIBLE

Baylor College of Medicine is seeking a Benefits Representative II to be part of their growing Benefits Team. For more information and to apply, <https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BCM&cws=1&rid=15240>

Opportunity to work in a benefits rich environment to gain experience in the health and welfare area. Position will include in depth mentoring in medical, dental, vision, and welfare plans.

- Investigates and analyzes benefits issues for customers and resolves problems. Provides administrative support with specific areas of responsibility.
- Counsels employees/participants by phone, e-mail, or in person regarding basic benefits issues.
- Assists with design, communication and administration of the Student Health Care and International Visitor programs.
- Researches, analyzes, and resolves benefits issues within 24 hours, which may include: eligibility, claim payment, incorrect payroll deductions, SAP problems, etc.
- Explains employee/participant rights under benefit plans and interprets plan parameters as it relates to COBRA, ERISA, HIPAA, etc.
- Assists employees with the completion of the enrollment process through the electronic enrollment system, completion of various forms and other enrollment or qualifying event questions.
- Provides basic education to employees relating to all health and welfare plans.
- Documents interaction with employees/participants.
- Provides administrative support to benefits department areas

Required: Bachelor's Degree

Required: Two years Health and Welfare experience required. Must have understanding of regulatory requirements such as COBRA, HIPAA, SPD's, ERISA, and ACA. Must have experience interacting and counseling employees with benefits issues. New employee orientation experience a plus. SAP experience preferred.

Must have excellent oral and written communication skills. Must be proficient in Microsoft Office, especially Excel, Word and PowerPoint.

*Baylor College of Medicine is an Equal Opportunity/Affirmative Action/Equal Access Employer.*