



LOCKTON®

HRO Coordinator - Benefits Administration

Due to our success and increased business opportunities, we are looking for an HR Outsourcing (HRO) Benefits Coordinator to join our HRO team. We work closely with the benefits consulting teams who help place employee benefits for our clients. We handle administration of these benefit plans including systems interactions, employee interactions and working closely with our clients to be sure their benefit plan administration runs smoothly. The ideal candidate will demonstrate a high level of professionalism; possess the ability to work well in a fast-paced environment, have the flexibility to easily adapt to changing priorities and want to engage in new opportunities to learn.

Description:

- Assists in the administration of various benefits plans for various clients.
- Research and confers with Manager to provide explanation of benefit questions.
- Manages the maintenance and storage of employee benefit records, ensures accurate employee data entry in HRIS/Ben Admin system related to benefits administration.
- Engaged in projects to include Open Enrollment, eligibility audits, process audits, wellness plan and other new client benefit programs and vendor implementations.
- Seeks advice to ensure compliance with federal laws and state laws, such as ERISA, HIPAA, COBRA.
- Successfully manages vendor interactions in support of benefits administration.

Qualifications:

- Bachelor's Degree is preferred.
- One or more years of professional experience in benefits administration.
- Some previous knowledge of HRMS/Benefits Administration systems.
- Ability to handle the day-to-day operations of employee benefit plans and programs including flexible benefits programs, group medical, dental, vision, FSA, HSA and life insurance plans.
- Basic Microsoft product knowledge (Excel, Word and Outlook).
- Familiarity with carrier administration systems (i.e. BCBS, UHC, CIGNA, Delta, Aetna) and ability to trace a disconnect between the Benefits Administration system and the carrier.
- General knowledge of benefit specific guidelines of DOL, IRS, ERISA, HIPAA and ACA.

- Work under steady pressure with frequent interruptions and a high degree of contact by email or phone.
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Ability to manage time, client specific deliverables and deadlines with supervision support.
- Legal right to work in the United States.

Lockton Companies LLC is proud to provide everyone an equal opportunity to grow and advance. We strive to cultivate an environment that learns from, celebrates, and thrives because of our breadth of differences. We are committed to fostering a culture where every member of the Lockton family feels valued and accepted as they are and safe to bring their authentic selves to work every single day. At the end of the day, our mission is to ensure that our family can be anyone's family.