



LOCKTON®

HRO Specialist - Benefits

Lockton Dunning Benefits is currently seeking an HRO/Benefits Specialist, to partner with the HR Outsourcing team in managing and servicing client accounts. The ideal candidate will demonstrate a high level of professionalism; possess the ability to work well in a fast-paced environment and the flexibility to easily adapt to changing priorities.

- Assist in the administration of various benefits plans for various clients including medical, prescription drug, dental, vision, life insurance, short and long-term disability, flexible spending accounts, wellness plans, and retirement plans
- Process and audit benefits billing
- Manage the maintenance and storage of employee benefit records, accurate employee data entry in HRIS/BenAdmin system and appropriate administration of benefits enrollment, retirement and other transactions
- Prepare benefit deductions for payroll and perform payroll reconciliation
- Provide research, reporting and analytical support as required
- Coordinate and correspond with various internal and external contacts, such as benefit carriers, employees and HR department
- Write and structure internal communications, including proposals, reports and presentations
- Assist in preparation for executive meetings
- Collect and assist with analyzing and interpreting health care data using utilization reports from vendors/carriers
- Develop communications on new plans and policies and communicate new plans, policies, as required to employees and HR
- Assist with designing new benefit plans
- Supporting the development of policies related to health and welfare benefits
- Assist with financial reporting related to the benefits programs
- Coordinates annual open enrollment activities; schedules and conducts open enrollment and change meetings; oversees preparation and assembly of all materials; supervises the input, audit, company notification, and employee confirmation of changes
- Answers questions and provides information and general assistance regarding benefits and related human resources programs, plans, policies, procedures, rules, and regulations
- Provides staff assistance to the Benefits Director; completes and prepares various reports, surveys, and tables; prepares, maintains, and disseminates information and documents as appropriate and necessary
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of benefit administration
- Prepare correspondence, memos and presentations as they relate to benefit programs
- Maintain benefit files and Benefits email inbox for clients
- Provide timely response to employee's benefit questions

- Exercise judgment and discretion in seeking advice to ensure compliance with federal laws such as ERISA, HIPAA, COBRA and state laws in regard to the multiple states in which our clients do business
- Resolve benefit and claims issues
- Assist with a comprehensive wellness strategy with a benefits-integrated approach

Requirements:

- Strong knowledge of HRIS/benefits administration systems
 - Workday experience highly preferred
- Good understanding of Healthcare Reform
- Self-directed, works with minimal supervision
- Experience in completing root cause analysis of system errors, ability to understand the way data flows, organizational structure in systems
- Familiarity with carrier administration systems (i.e. BCBS, UHC, CIGNA, Delta, Aetna) and ability to trace a disconnect between the BenAdmin system and the carrier
- Knowledge of benefit specific guidelines of DOL, IRS, ERISA, HIPAA and PPACA
- Ability to coordinate the day-to-day operations of employee benefit plans and programs including flexible benefits programs, group medical and life insurance plans, disability programs including FMLA administration, retirement plans
- General knowledge of Time and Attendance systems, Recruiting systems and General Ledger (GL)
- Work under steady pressure with frequent interruptions and a high degree of contact by phone or in person
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Work independently in the absence of supervision
- A Bachelor's Degree is required
- Five or more years of professional experience in benefits administration
- Bilingual in English and Spanish highly preferred
- 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.