

Benefits Supervisor

Saint Francis Health System
Location: 6600 S. Yale Ave., Tulsa, OK 74136
Department: Human Resources, Benefits
Schedule: 8:00a – 5:00p, Monday - Friday
Exempt, Full Time

Saint Francis Health System is an integrated health system in Tulsa, Oklahoma, with an emphasis on a complete continuum of care. With more than 9,500 employees, 1,000 physicians and 90 locations, Saint Francis Health System provides the community's largest network of healthcare services, all united by one mission: to extend the presence and healing ministry of Christ in all we do.

Job Summary:

Under the general supervision of the manager of employee benefits, the supervisor manages the benefits staff and operations of various employee benefit programs including medical, dental, vision, flexible spending accounts (FSAs), Health Savings Accounts (HSAs), life insurance, disability insurance, defined contribution plans, leave programs, wellness program, and other voluntary benefits.

Job Requirements:

Education:
Bachelor's degree in business, human resources management, or accounting.

Licensure, Registration and/or Certification:
CBP or CEBS certification preferred.

Work Experience:
5 years of benefits experience. Experience as benefits supervisor preferred.

Knowledge, Skills and Abilities:

- Demonstrated excellent verbal and written communication and interpersonal skills.
- Knowledge of benefits related laws and regulations (FMLA, ADA, ERISA, Section 125, COBRA, HIPAA, etc.).
- High customer service orientation utilizing tact and diplomacy in interactions with employees and leadership.
- Ability to work effectively with all management and employee levels of the organization.
- Occasional travel required.

Apply here:

https://www.healthcaresource.com/sfhs/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=115033