Benefits Analyst

Saint Francis Health System
Location: 6600 S. Yale Ave., Tulsa, OK 74136
Department: Human Resources, Benefits
Schedule: 8:00a – 4:30p, 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:

Responsible for implementing and administering benefit programs to attract, retain, and motivate employees.

Job Requirements:

Education:
Bachelor's degree in human resource management or closely related field.

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

Work Experience:
4 years of benefits experience.

Knowledge, Skills and Abilities:

- Demonstrated ability to maintain a high degree of confidentiality.
- Working 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.
- Effective interpersonal, written and oral communication skills. Ability to organize and prioritize work in an effective and efficient manner ensuring timely completion of assigned projects.
- Ability to be detail oriented as might be required in the examination of numerical data. Occasional travel required.

Apply here:

https://www.healthcaresource.com/sfhs/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=115032