



JOB OPENING

October 3, 2019

Position Title: Employee Benefits Coordinator
Location: Kingfisher
Department: HR/Benefits
Manager: Department Manager of HR/Benefits
Safety Sensitive: No

General Summary:

The primary purpose of this position is to manage and direct all Employee Benefits Department functions.

The normal hours for this position are 8:00 a.m. to 5:00 p.m., Monday through Friday, with occasional after hours and weekend duty.

Closing Date: Tuesday, October 22nd, 2019

To Apply: **Internal applicants**, which are **current Pioneer employees**, must apply online at ptci.applicantpro.com/internaljobs/; **we are no longer accepting Letters of Interest.** First time applicants must initially create an account by completing the fields in the "Apply Now" box. Once an account has been created, applicants will "Login" to apply for additional openings and to view account information. All online submissions must be received by midnight, Tuesday, October 22nd, 2019.

NOTE: Full-time employees must be in their current position for six (6) months before they can transfer to another position within the company.

We are also accepting outside applications. *External applicants must apply online at GoPioneer.com by clicking "Career Opportunities".**

Essential Job Functions:

- Analyzes Company's benefits for maximum effectiveness and to match Company's business needs.
- Administers employee benefits programs such as medical, vision & dental plan, LTD plan, STD & LTD, life insurance, FMLA, COBRA and 401(K) plan.
- Coordinates the daily workload for the Employee Benefits Representative.
- Develops pro-active communications and training programs to ensure that Company benefits are well understood by all participants.
- Work closely and effectively with Third Party Administration brokers, Medical, Dental, Vision and Supplemental insurance carriers.
- Reviews and analyzes changes to state and federal laws pertaining to benefits to ensure the Company's compliance.
- Confers with upper management about budgeting, planning, implementing, and reviewing strategies to meet overall goals and objectives.
- Coordinates, Prepares, and presents information at various Benefit Committee meetings.
- Exemplifies dependability standards through adherence to timelines and schedules.
- Commits to performing job duties in a manner that ensures a safe work environment.
- Willingly and cooperatively performs other related duties as assigned by management.

Minimum Qualifications:

- High school diploma or equivalent.
- Bachelor's Degree or two years of benefit/human resources related experience and/or training preferred.
- Must maintain a good driving record and a valid driver license.

Knowledge, Skills and Abilities

- Strong working knowledge of benefit plans and policies.
- Knowledge of general management principles and practices.
- Good analytical and problem-solving skills.
- Ability to prioritize, organize and work on multiple projects.
- Working knowledge and understanding of the Employment Benefits and company products/services, policies and procedures.
- Ability to give presentations, as well as verbal, written, and listening communication skills.
- Proficient in operating a personal computer and software applications pertaining to job function.
- Ability to create a team environment, foster a positive atmosphere and sustain employee morale.
- Ability to read and interpret various formats of English language instruction.
- Ability to maintain strict confidentiality guidelines in accordance with company policy.
- Able and willing to continue business skill development by attending training away from home for extended hours, weekends and holidays.

Physical Requirements:

- Sitting or standing for extended periods, walking, finger dexterity, feeling, repetitive motions, talking, hearing and visual acuity including close vision.
- Occasionally may be required to lift up to 20lbs.
- May be required occasionally to stoop, kneel or bend.