



JOB DESCRIPTION

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| JOB TITLE | <u>HR Benefits Administrator</u> | REVISION DATE | <u>March 2020</u> |
| DEPARTMENT | <u>Human Resources</u> | SUPERVISORY | <u>No</u> |
| REPORTS TO | <u>V.P. Human Resources</u> | WORKER TYPE | <u>Exempt</u> |

POSITION PURPOSE: *[General statements regarding the overall objective of the position]*

The HR Benefits Administrator is responsible for performing Benefits related functions on a professional level working closely with the VP of Human Resources and all levels of management.

RESPONSIBILITIES/DUTIES/FUNCTIONS/TASKS: *[List of material responsibilities and essential duties which must be completed in achieving the objectives of the position]*

Specific responsibilities include but are not limited to:

- Provide customer service support to internal and external customers. Develop communication tools to enhance understanding of the company's benefits package. Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions. Provide training and support.
- Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims.
- Retirement Plan administration and assist with annual compliance testing.
- Implement new benefits programs. Participate in plan design and benefit cost changes.
- Manage transfer of data to external contacts for services, premiums and plan administration. Document and maintain administrative procedures for assigned benefits processes. Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
- Research industry trends. Complete benefits surveys and review information obtained from the results. Analyze benefits information and provide feedback/recommendations to management.
- Monitor administrative costs of benefits programs including processing monthly invoicing of employees' missed benefit payroll deductions and their tracking.
- Review, consolidate and process all invoices.
- Assist and/or conduct various audits (both internal and external).
- Provide monthly 401(k) forfeiture data to Accounting Department.
- Process Court Ordered Medical Mandates tied to Child Support.
- Performs all other duties as assigned, verbally or in written form.

QUALIFICATIONS: *[Statements regarding **MINIMUM** educational, technical, behavioral experience and qualifications, required proficiencies with specialized knowledge/skills (negotiation, organizational, etc.), computer proficiencies, systems/software apps required certifications/licenses. Note: the candidate must possess the minimum to be considered.]*

Technical Qualifications:

- Proficiency in Microsoft Office Suite
- Strong technology acumen
- Must be able to perform routine arithmetic calculations
- Effective verbal, written, and electronic communication skills are necessary



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Behavioral Qualifications:

- Highest level of integrity to handle sensitive and confidential situations and documentation
- Exceptional planning and organizing skills
- Strong attention to detail in composing, creating and proofing materials
- Proven curiosity and ability to think in a strategic and innovative manner
- Ability to multi-task in a fast-paced business environment, establish priorities and meet deadlines
- Ability to work independently
- Be a team player, customer-oriented and cool-tempered with a positive attitude

Experience:

- 3+ years of experience of related benefits or employee benefits administration
- Experience in ADP Workforce Now

PREFERENCES: *[Optional section: preferred attributes for the position which are not absolutely required in the minimum qualifications (e.g., multi-lingual, higher skill level than minimum above, degree, certification/license, knowledge, skillset, training, aptitude, tools, methods, etc.)]*

- Bachelor's degree

SPECIAL POSITION REQUIREMENTS: *[Optional section: any travel, security, risk, hazard or related special conditions which apply to the position]*

- Travel – less than 10%

WORK REQUIREMENTS: *[Work requirements for mental, physical effort, work conditions or other important issues which directly relate to the ability to perform the job with or without accommodation (e.g., lifting, stooping, standing, bending, walking, climbing, pulling, pushing, dirt, heat, fumes, smoke, water, noise, machines, etc.)]*

- This job operates in a professional office environment. Use of standard office equipment such as computer and smartphone, is required.
- Largely a sedentary role; however, some bending, standing or stooping is necessary.