

Benefits Administrator – Bilingual

Farmingdale, NY

Alcott HR Group, an established Professional Employer Organization, is seeking a highly motivated bilingual (Spanish/English) benefits administrator to work in our fast-paced corporate headquarters located in Farmingdale, NY.

In this position, you will utilize your highly developed customer services skills and expertise in administering our various employee benefits plans for our clients and associates. You will also be responsible for performing orientations in front of small to medium sized groups, enrollments and processing life, health, dental and disability insurance plans as well as handle leave administration along with processing criminal/drug screenings. Your ability to accurately communicate information to our Spanish speaking clientele is key to the success of our service.

To qualify, a BA with a minimum of 3 years demonstrated benefits administration experience as well as fluency in Spanish/English is required. MS Office skills including Word, Excel and Outlook along with familiarity of an HRIS system such as PeopleSoft, UltiPro or Ceridian is a must. There is no overnight travel but the ability to travel within the tri-state area is also required.

We offer a competitive salary and an excellent benefits package including health, life insurance, 401k, tuition assistance, paid time off and a friendly environment. To apply, please send your resume and a cover letter including salary requirements to Attn: Director of Human Resources; email: careers@alcottgroup.com or Fax: 631-574-3193. Visit us at www.alcottgroup.com. An EOE M/F/D/V