

## Manufacturing Company in search of HR Benefits Administrator and Leave Management professional

The Human Resources Benefits Manager position assists employees with benefits enrollment and questions, manages all insurance billing, maintains employee database and files, and assists with payroll processing in addition to all Leave management processes and follow-up. Is also required to assist with employee relations and payroll issues.

This position exercises evaluative thinking and independent judgment in responding to internal inquiries and requests for information as well as inquiries and requests from agencies, organizations and the public. Must exercise utmost discretion and handle matters in accordance with the Company's confidentiality policies.

- Implement and administer various employee benefit programs such as group health, HSA's, dental, vision,, COBRA, 401k, Life Insurance, Disability, Employee Incentive, Rewards, Paid Leave, FMLA, EAP, and wellness benefits;
- Assist in the negotiating with vendor or administrator for renewal; Examine possible plan design or benefit cost changes.
- Coordinate and oversee the yearly open enrollment process, conduct benefits orientations and explain benefits self-enrollment system.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
- In collaboration with HRIS Analyst, collect experience data from available resources and generate reports.

### Required Experience and Competencies:

- Excellent verbal and written communication skills in English - bilingual Spanish preferred
- Strength in planning/organizing – seeking an individual that prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Understands confidential nature of the position and work assigned and consistently maintains confidentiality
- This position has no direct supervisory responsibilities, but will be called upon to counsel other team members on Company policies and procedures.

### Education, Certifications and Technology

- Associate's degree
- Two (2) years of experience in employee benefits, leave administration.
- Certifications - PHR preferred
- Excellent computer skills, including MS Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- HRIS experience required

To apply – please email resume and cover letter to [confidentialjobs92@gmail.com](mailto:confidentialjobs92@gmail.com)