Benefits Specialist

Job Specifications

Summary:

This position is plays a critical role in administering SSOE's total benefits program and often has the first interface with employees that have benefit questions or need assistance. The Benefits Specialist must be willing and able to travel domestically.

Primary duties and responsibilities:

•Assists in the administration of various statutory and non-statutory benefits programs including, but not limited to: health care plans, disability income plans, life insurance plans, long-term care plans, health and wellness programs, health savings accounts and flexible spending accounts for employees in all locations.

•Maintains records and reports information needed to provide sound control of the various programs. Serves as corporate liaison with external parties (i.e. carriers, vendors, state bureaus, consultants etc.) at the request of the Manager, Employee Benefits.

•Reviews and prepares vendor invoices to assure accuracy of enrollment/coverage changes for company benefits plans.

•Performs quality checks on benefits related data, conducting quarterly reviews and/or annual audits of all benefit plans and programs to ensure appropriate compliance.

•Assists with preparation and distribution of informational literature and conducts verbal presentations to notify and advise employees of benefit programs.

•Assists employees in resolving disputed claims situations by facilitating information exchange among necessary parties.

•Responds to benefit inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.

•Assists in maintaining benefits data in the HRMS, and ensures accuracy of all benefits enrollments in the HRMS to provide vendors with accurate eligibility information.

•Maintains carrier/vendor systems with new hires, terminations and any necessary life status changes.

•Assists with administration and inquiries from employees in regards to PTO policies.

•Effectively interprets FMLA and ADA implications as they relate to leaves-of-absence, and processes and administers leave-of-absence requests and disability claims.

•Responds to 401(k) inquiries employees relating to enrollments, plan changes and contribution amounts.

•Assists the Manager, Employee Benefits with planning and implementing the annual open enrollment process.

•Conducts the Human Resources portion of new employee orientation.

•Coordinates Health and Wellness Committee meetings and implementation of related programs.

•Maintains working knowledge and experience in SPDs, ERISA, ACA, HIPAA, and COBRA compliance. Responsible for the processing of compliance related communications and reporting, such as: Medical Support Notices, Non-Discrimination and 5500 Testing information.

•Oversees ACA compliance in regards to tracking hours, eligibility, and IRS annual filing of 1095Cs.

Knowledge, skills, and abilities:

•Bachelor Degree in Human Resources Management, Business Administration or related area required.

•Minimum of three years' direct experience in a benefits administration capacity.

•Computer proficiency in prevailing office software required.

•Must possess strong interpersonal communication skills, verbal and written.

•Attention to detail and integrity of data required.

•Ability to work in a fast-paced, deadline oriented environment required.

•Ability to work flexibly across time zones to fulfill business objectives.