

Benefits Administrator

Benefits Administrator Responsibilities:

- Maintain and update employee records and benefits files.
- Coordinate daily benefits processing, including enrollments, terminations, and claims.
- Advise and inform employees of the details of the company's benefit programs.
- Resolve benefit-related issues and respond to queries and requests in a timely manner.
- Evaluate the efficiency and value of current benefit programs and make recommendations for improvement.
- Collaborate with payroll and ensure that employer contributions and payroll deductions are processed accurately and in a timely manner.
- Maintain and create records, reports, and documentation in accordance with federal, state, and provider regulations.

Requirements:

- 3 years of Benefits experience.
- Strong Microsoft Excel skills
- Strong communication skills
- Thorough knowledge of labor law and reporting