

Employee Benefits Assistant

Benefits Administration is a complex area of Human Resources that requires specialized knowledge and the skill to work with both employees and benefits providers such as health insurers, pension administrators and governmental entities. At Kit Carson Electric Cooperative the Employee Benefits Assistant role is intended to be an entry-level position leading to a professional career in Benefits Administration. As such it requires a commitment to self-development in this field, with support from the Company.

This role will be required to attain a Group Benefits Associate 1 certification via company-paid self-study within six months of hire date and to maintain that certification as a condition of employment.

Employee Status

Part-time (30 hrs/wk).

Duties and responsibilities

Under the guidance of the Human Resource Manager, the Benefits Assistant:

- Administers various employee benefits programs such as group health, 401K, dental, vision, disability, and life insurance.
- Conducts benefits orientations and explain benefits enrollment systems and procedures.
- Maintains employee benefits filing systems and ensure benefits changes are entered appropriately in various software applications.
- Assists employees with health, dental, vision, life and other related benefit claims.
- Verifies the calculation of the monthly premium statements for all group insurance policies and maintain data relative to premiums, claims and costs. Resolve administrative problems with the insurer and carrier representatives.
- Maintains COBRA eligibility updates.
- Administers FMLA.
- Prepares and sets up meetings designed to help employees obtain information and understanding company benefits and other related programs.
- Prepares and ensures distribution of required employee notices.
- Prepares and maintains requested/required reports as needed for policy or governmental compliance.
- Maintains and tracks employee eligibility during probationary periods.
- Plans, communicates and administers the Annual/Open Enrollment process in coordination with management, Payroll, employees and vendors; processes and confirms enrollments quickly and accurately.
- Informs/educates employees of changes to the benefits programs, policies and rates.
- Provides ongoing support for other HR/Benefits/Payroll operations and point of integrations.
- Plans and implements HR-related employee activities and events.
- Responds to legal or governmental inquiries regarding employee health and welfare benefits as well as participating in benefits reporting activities.
- Schedules pre-and post-employment testing appointments and maintains test results files.
- Performs other Human Resource duties as assigned.

Qualifications

As a prerequisite to an onsite interview, candidates for this position must be able to speak to the concepts of 1) medical and life insurance plans as employee benefits, 2) COBRA and 3) FMLA during a screening call.

Group presentation and public speaking skill.

Ability to develop and work with mathematical formulae.

Proficiency in Microsoft Office Products (Outlook, Word, Excel, Power Point).

Flexibility in working hours and ability to work extended/overtime hours as needed.

Detail-oriented with excellent organizational skills.

Strong verbal and written communication skills.