

JOB POSTING

Job Title: **Benefits Administrator**

Department: **Corporate Human Resources**

SUMMARY

The Benefits Administrator will work closely with the Senior Director of Health & Welfare Benefits in the day-to-day aspects of the department's operations and special projects, including organizing and implementing processes in areas such as medical, dental, vision, life insurance, leave-of-absence, and various HR initiatives. Strong organizational, analytical and communication skills are required.

PRIMARY FUNCTIONS AND ESSENTIAL RESPONSIBILITIES

- Assist with administration of the company's health & welfare plans, vendor relationships and projects
- Assist with benefit compliance-related tasks and projects
- Research a variety of regulatory issues as well as develop and support solutions to meet requirements
- Assist in the annual benefits audit and Form 5500/Annual Returns, ACA and other required reportings/filings
- Prepare, distribute and/or analyze reports from vendors and Workday HRIS
- Monitor benefits call center activity, serve as escalation point for questions and resolve related issues
- Build and maintain relationships with affiliate benefit representatives, outside vendors, interdepartmental partners, and claim administrators
- Monitor various sources to stay abreast of federal, state and local regulatory or compliance changes affecting HR, benefits and payroll
- Design and distribute communication materials related to benefits education and open enrollment
- Communicate plan changes to affiliate HR teams

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 2 – 5 years of experience administering health and welfare benefits, preferred
- Absolute discretion in handling sensitive and confidential information; strong ethics and ability to exercise good judgment
- Resourceful, with ability to work independently as well as with a team in a fast-paced environment
- Quick learner who takes initiative and ownership of work
- Ability to prioritize and balance multiple tasks or projects
- Excellent verbal and written communication skills
- Experience developing, editing and proofing employee communications (print and online) desired



- Professional demeanor, commitment to excellence and a team player
- Ability to build strong relationships with employees, affiliate partners and corporate colleagues
- Flexibility and the ability to self-direct work and projects assigned
- Strong attention to detail and excellent organizational skills
- Ability to interpret/analyze data
- Prior experience with Workday, a plus
- Proficient with Microsoft Office applications, particularly with Excel
- Knowledge of Google products is helpful

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

For consideration, submit resume to Corporate HR, Donna Socha, donna.socha@ghco.com

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