



POSITION ANNOUNCEMENT

Date: SEPTEMBER 2018

Position: **HR - BENEFITS ADMINISTRATOR**

Responsibilities: Administer all benefit programs for The Viscardi Center, Abilities, Inc. and Henry Viscardi School, including enrollments, billing and compliance. Administer all aspects of retirement programs with ERS and defined contribution plans. Oversee FMLA, PFL, COBRA, LOA, disability, workers comp and executive plans. Conduct open enrollments, benefit orientations and assist with regulatory requirements, including 5500 filings, 1095 coordination, etc. Assist in planning Health and Wellness related initiatives.

Qualifications & Education:

- College coursework in HR Management, Industrial Psychology, Accounting or Business required
- 5 + years experience coordinating complex benefit programs required, experience in Union plans or non-profit environment strongly preferred
- Proficiency in MS Office, especially Excel, and HRMS a must
- Must have excellent communication skills, and the initiative to work with colleagues in other HR areas. The ability to work as a team player in a busy environment is critical.
- Must have the ability to multitask and have compassion and thoughtfulness when handling sensitive employee issues

Contact:

Frantz Michel

The Viscardi Center

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The Viscardi Center

An Equal Opportunity/Affirmative Action Employer

Veterans and individuals with disabilities are encouraged to apply