



Job Description

Job Title: Benefits Administrator
Supervisor: Compensation and Benefits Manager

Department: Human Resources
Exemption Status: Exempt

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Title: HR/Recruiter

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NOTE: This Job Description identifies the major responsibilities of this job. It does not include all aspects of the position such as the potential additional duties assigned by supervisors and the requirement for flexibility in helping others for the Company's overall benefit.

Position Summary:

Performs duties and carries out responsibilities specific to benefits administration and general HR functions. Requires well developed interpersonal and team skills, unquestioned integrity, and the experience, confidence and presence to effectively handle interpersonal relationships and sensitive HR issues.

Duties and Responsibilities:

- Administer the medical, dental, ancillary and voluntary benefit programs for the Company, including but not limited to enrollments, terminations, life changes, open enrollment and COBRA.
- Possess an expert level of knowledge as it relates to all Company benefits. Stay abreast of industry related trends, laws and changes.
- Coordinate with Administrative Assistants and benefit representatives for the purpose of scheduling benefit related meetings in all of the offices.
- Serve as a liaison between the Company, Employees, Insurance Carriers and Brokers for such programs.
- Strive to ensure employee/family comprehension of the benefit programs through communication and counseling as situations arise.
- Conduct portions of new hire orientation in support of the Compensation and Benefits Manager as needed.
- Collect new hire paperwork and process E-Verify, state reporting and I9 forms. Send out new hire welcome emails. Add employees to Red Vector as needed.
- Ensure all timeframes and deadlines are met regarding benefit changes, enrollments, terminations, etc. as well as scheduling benefit meetings.
- Frequently communicate with Payroll to ensure that proper deductions are being made for employees' elected benefits.
- Direct any complicated issues that may arise to the Compensation and Benefits Manager.
- Serve as a resource for all employees relating to Human Resources.
- Perform other duties supporting all aspects of the Human Resources Department.
- May be assigned special projects on occasion.
- Assist Payroll Specialist with weekly payroll duties including but not limited to change reports, expenses & salary reports, and HSA employer contributions.
- Reconcile monthly insurance invoices.



Requirements:

- Bachelor's Degree in Human Resource Management or a related field.
- HR Certification (i.e. PHR) preferred.
- 1-3 Years of related experience.
- Excellent interpersonal skills with the ability to work well with and communicate effectively with all personnel, potential candidates, trainers and vendors.
- Working knowledge of the Civil Engineering industry and terminology.
- Display ease at speaking and interacting with individuals and groups.
- Strong organizational skills with a keen eye for detail and the ability to prioritize and multi-task.
- Ability to work with and maintain confidential and sensitive information.
- Working knowledge of ADP Workforce Now, proficient in MS Office with ability to run reports and manipulate data.