

**Position: Benefits Coordinator**

**Company: The Patterson Companies**

**Location: St. Paul, Minnesota**

## **Overview**

To administer and coordinate a comprehensive program of self and fully insured health and welfare employee benefit plans. Coordinate communications and actions to ensure employee benefits delivery is provided in a professional and supportive manner reflecting the existing corporate culture.

## **Responsibilities**

- Daily support in the administration of any combination of the following company benefit programs: medical, dental, vision, flexible spending plans, life insurance, long-term disability, educational assistance, employee assistance programs and COBRA administration. Major duties include:
  - Answer employee questions relating to their benefits via telephone and email.
  - Counsel/advise new employees on the various types of plans offered.
  - Respond to life event requests (birth, adoption, death, marriage)
- Audit benefit management system to ensure systems to ensure records related to benefits plans enrollments and contributions are accurate.
- Audit monthly and coordinate payment for billings from third-party self insured and fully insured benefit plan providers.
- Process life insurance and long-term disability claims paperwork. Serve as liaison between beneficiaries and carriers.
- Oversee smooth administration of Company's tuition reimbursement program through proper tracking and application of eligibility rules. Assist in promoting the tuition reimbursement and responding to inquiries.
- Assist in conducting enrollment and orientation meetings.
- Coordinates on various benefit communications throughout the year.
- Collaborate with the benefits team on annual plan design strategy and contribution strategy.
- Assist with administering the Open Enrollment process, including working with vendors to update the HRIS and benefits systems, distribute Open Enrollment materials and answer employee questions.
- Serve as a back-up for other Benefits Department team members.
- Performs other duties as assigned.

## **Qualifications**

- High school diploma or equivalent with Bachelor degree preferred.
- Certified Employee Benefits Specialist (CEBS) preferred
- At least one year of experience working in the field of benefits
- General knowledge of benefit plan administration and benefits-related regulations (ERISA).
- Prior experience with ADP or other HRIS systems.
- Proficiency in Microsoft Office applications with strength in using MS Excel.
- Ability to juggle multiple priorities and handle an uneven workload.
- Good communication skills
- Good organizational skills and detail oriented.

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