



Your Touchstone Energy® Cooperative 

Benefits & Wellness Administrator

Dakota Electric Association is a non-profit electric utility located in Farmington, MN with approximately 200 employees. We are looking for a Benefits and Wellness Administrator to complement our Human Resources team. This position is responsible for directing and planning the day-to-day operations of group benefits programs for Dakota Electric Association. Major areas include health and dental, health savings, flexible spending, pension, 401k plan, long-term disability, life insurance, executive compensation, voluntary benefits, and wellness initiatives. This position provides excellent customer service and quality benefit plans to employees and retirees. They also benchmark and investigate new benefits programs and make recommendations regarding the company's benefit's package.

Requirements for this position include a Bachelor's Degree in Human Resources or related field, and a minimum of five years of experience in a comparable position. Human resources/benefits certification through SHRM, HRCI, or CEBS is preferred. Strong computer skills in Microsoft Office products required and experience with HRIS (Lawson Infor) preferred. This person must have effective communication skills and enjoy being a resource to our employees.

If this sounds like you, please check out the complete position requirements and apply at <https://www.dakotaelectric.com/careers/> by April 19, 2019.

Dakota Electric Association is proud to be an affirmative action/equal opportunity employer. Our hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, familial status, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation, or any other protected category under federal, state, or local law.

Contact Information

Dakota Electric strives to make www.dakotaelectric.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance with completing the application process, please call 651-463-6183, toll free at 800-874-3409 ex. 183, or Minnesota Relay Service – Dial 711.