



Western Washington
Medical Group

Benefit Administrator

Administers employee health, welfare and retirement plans company-wide. Benefit programs include: 401 (k) Retirement Plan, medical/dental, income protection, long-term disability, workers' compensation, leave of absence, H.S.A, etc. Acts as liaison between employees and insurance providers to resolve benefit related problems and ensure effective utilization of plans and positive employee relations. Provides administrative support to human resource functions as needed (e.g. correspondence generation, record keeping, file maintenance, HRIS entry). Ensures plans are administered in accordance with federal and state regulations and plan provisions are followed.

Essential Job Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers health and welfare plans including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serves as the Cobra Administrator for company.
- Conducts new employee orientations at headquarters to ensure employees gain an understanding of company policies, benefit plans and enrollment provisions.
- Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefit decisions. This includes all levels of employees including executives.
- Manages annual open enrollment period during 4th quarter of each year. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers. Conducts employee presentations. Processes changes within deadlines.
- Processes monthly billings from insurance providers. Reviews billings for accuracy, codes and advances for payment. Resolves discrepancies with carriers, payroll and the company. Completes reports for management as requested.
- Strives to ensure employee understanding of benefit programs by, regularly generating communication and counseling employees/dependents as situations arise. Resolves employee complaints related to health and welfare plans, refers difficult or very complex complaints to manager as needed.
- Acts as liaison with various insurance carriers and fosters effective relationships with client representatives.

Professional Qualifications:

- Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to

complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

- Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works, to maintain constructive working relationships.

Education and Experience

- Bachelor's degree in business, human resources, or equivalent combination of education and experience preferred.
- Minimum of three years of experience administering employee benefit plans in the health and welfare areas.
- Experience administering 401 (k) retirement programs.
- Must have computer skills and the ability to learn HRIS system (Ceridian and/or ADP).
- Must be proficient in WordPerfect and Lotus or Excel.
- Strong analytical and problem solving skills.
- Superior verbal/written skills and presentation skills.
- Good punctuation, spelling, grammar and attention to detail a must.
- Strong interpersonal skills essential.
- Course work/seminar attendance in the benefits areas helpful (e.g. CEBS, ACA or related course work).
- Strong knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration required.
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.

Physical Demands

- Ability to sit and utilize computer for long periods.

Work Environment

- Normal office environment

Job Type: Full-time