



Job Posting – HR/Benefits Specialist (Part-Time)

Job Title:	Human Resources/ Benefits Specialist	Date(s) to Apply:	
Department:	Human Resources	Location:	4605 Sawmill Rd
Days:	Monday – Friday (3 days per week)	Hours:	8:30am – 5:00 pm – 24 hrs per week

Position Summary: Responsible for administrative support for all benefit and retirement programs.

Responsibilities/Accountabilities:

1. Provides support to Manager and assists employees as needed in benefits enrollment process. Researches and responds to various inquiries and requests from active and separated employees.
2. Provides support to Manager and employees as needed with 401(k) plan administration including generating eligibility communications quarterly and coordinating employee education meetings.
3. Facilitates COBRA administration by accurately completing documentation to plan carrier(s)
4. Administers FMLA and other leave of absence programs including providing required notices and forms to employees, communicating with leadership and providers as required. Effectively interprets FLMA and ADA implications related to leave of absence/disability.
5. Provides support to Manager in administration of employee wellness programs including submission of monthly eligibility file, administrative support of budget planning and expense tracking, and facilitating employer communications plan.
6. Maintains the benefit enrollment portal, ensuring census information is up to date with new hires, terminations and qualifying event information.
7. Trained as back-up to Manager to deliver benefit information for new hire orientation.
8. Accurately enters data into Payroll/HRIS systems and generates reports upon request.
9. Facilitates HR information submissions to Marketing for quarterly staff newsletter.
10. Provides support to HR team with filing or other clerical work.
11. Cross trained in the preparation, processing, and distribution of staff and physician payroll.
12. Responds to requests for verification of employment for active and terminated employees following established protocols.
13. Administer staff benefit programs as they relate to payroll processing including but not limited to mileage or travel expenses, education reimbursement, etc.
14. Works with HR Management to reconcile benefit invoices against employee specific benefit enrollment information.
15. Provides reports to management including the Finance Department as needed to track and budget staff related expenses.

Education, Experience, and Certification/Licensure Required:

Minimum education required High School Diploma or equivalent. Prefer Associates or Bachelor’s Degree in Human Resources or commensurate experience in administration of benefit programs. Candidates must have previous experience with HRIS systems and intermediate level capability with Microsoft Office products required including Word and Excel. Must possess excellent communication skills and a customer service orientation in employee and leadership relations. Certification desirable, but not required.

To apply for this posting, please submit an application to humanresources@orthopedicone.com or fax to 614-827-1035.