



Position: Benefits Administrator / HR Generalist

Department: Human Resources & Organizational Development

JOB DESCRIPTION

Summary/Objective

The Benefits Administrator / HR Generalist role is found within our Human Resources & Organizational Development Department and reports to the Payroll Supervisor. This position is responsible for the employee benefits program at US Aviation Group. This position requires the highest level of discretion, confidentiality and integrity with an orientation towards detail.

Duties and responsibilities

- Oversight of our benefits program (Healthcare, 401K, Dental, Life etc.)
- Coordinates leaves of absence and processes claims or requests (medical operations, worker's compensation etc.)
- Ensures timely payment of monthly premiums
- Manages enrollments and determine employee eligibility
- Works with all service providers
- Works with Payroll to administer benefit compensations
- Works with Payroll & Accounting on reimbursement procedures
- Works with Recruiting & Hiring personnel for "on-boarding" processes
- Updates and keeps employee records as appropriate
- Counsels employees of benefit options
- Collaborates and maintains professional communication with Recruiting and Accounting
- Works with US Aviation App for enhanced internal communication
- Works with HR & Payroll software
- Engages in timely data analysis
- Supports company events
- Demonstrates critical thinking and problem-solving skills
- Other similar duties as assigned by manager
- Computer Skills (including but not limited to Excel, MS Office, Power Point, Outlook)

Requirements / Competencies

- Detail orientation
- Communication
- Consultation
- Integrity
- Confidentiality

- Discretion
- 2 years of experience working within a similar environment

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