JOB VACANCY

Position: Benefits Coordinator
Location: Fort Wayne
Hours: 7:30am-5:30p Monday – Thursday and 7:30am-11:30am on Fridays
Starting Salary Range: $25.41 – 32.69 ($53,000-$68,000)

JOB SUMMARY
The Human Resource Benefits Coordinator is responsible for performing agency human resource functions related to employee benefits including but not limited to day-to-day maintenance of agency group insurance coverage, maintenance of agency 403b employee retirement plan, and maintaining a strong wellness program. This position will work with the Human Resource Manager to ensure these functions are accomplished.

JOB DUTIES
1. Tracks eligibility for fringe benefits and is responsible for maintenance of agency group health, life, disability and workers compensation plans including enrollments, coverage changes and terminations.
2. Answers or assist employees in obtaining answers to their benefit questions.
3. Provides census information to carriers and agents, and is the initial contact for renewal of fringe benefit plans.
4. Responsible for benefit survey’s and assist other with other HR survey’s
5. Reconciles group insurance invoices to employee database on a monthly basis ensuring that corrections are made to the database and that the insurance carriers are notified of any needed corrections.
6. Responsible for supplying the necessary information to outside source so that required COBRA notifications are generated to current and former employees.
7. Responsible for all 5500 reporting for agency benefits; this includes all stages of preparation.
8. Responsible for supplying employees with information on leave of absence, worker’s compensation, disability benefits and FMLA rights including providing employees with necessary forms and following all local, state and federal laws that apply to all benefits.
10. Assist with recruitment, when needed.
11. Responsible for maintaining compliance with all local, state and federal laws regarding benefits.
12. Responsible for electronic filing of employee benefits and assisting with other HR filing
13. Responsible for the overall operation of the employee wellness program, including encouraging and tracking participation.
14. Implement Brightpoint Values at all times.

SKILLS AND QUALIFICATIONS
1. Minimum of an Associate Degree is required in the field of Human Resources, Business Law, Business Administration, Accounting or related field.
2. At least three (3) years of experience working in Human Resources with a strong background in benefit processes and reporting or Bachelor's degree in Human Resources with strong Administrative skills.
3. Strong computer skills, compiling data and producing reports.
4. Must be detail oriented.
5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of $100,000/$300,000 on auto insurance.

DATES FOR INTERNAL POSTING: FROM 9/20/2023 TO 10-20/2023
TENTATIVE DATES FOR EXTERNAL POSTING: 9/20/2023 until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org