

## HR & Benefits Administrator

We are seeking an experienced, driven candidate to join our SEI family. The HR & Benefits Administrator will be responsible for benefits enrollment and HR program administration for more than 180 employees (and growing) in 10 different states, along with completing day-to-day administrative tasks, providing outstanding customer service to our employees and implementing various HR & Benefits initiatives.

You must have a passion for helping others, an eye for detailed work and an appreciation for how benefits and HR programs impact employee engagement.

### Benefits Administration

Serve as the primary contact for employees regarding company benefits. Administer employee medical, dental, short term and long term disability and Flex Spending plans.

- Answer inquiries on plan provisions, enrollment and assist employees with benefit claim issues and plan changes.
- Work directly with vendors to resolve issues related to claims, eligibility and service.
- Manage annual open enrollment. Coordinate distribution of information, create and conduct presentations and ensure changes are made to all benefit materials.
- Conduct new employee benefit orientation and ensure new enrollments are processed by deadlines.
- Process monthly invoices from benefit providers. Review invoices for accuracy and submit for timely payment.
- Identify, suggest and implement ongoing process improvements and assist with various other initiatives as assigned.

### Human Resource Functions

Provide guidance, support and coordination in the consistent and effective application of policies and procedures. Organize and supervise the maintenance of personnel records, ensuring complete accuracy and confidentiality.

- Submit and document background and driving record checks on applicants and employees.
- Partner with on-boarding team to complete all new hire processes.
- Process and prepare termination requests including all final paperwork.
- Ensure organizational compliance with labor and employment laws and internal policies and procedures.
- Complete Workers Compensation and Unemployment forms and reports as needed.
- Serve as back-up for other team members, including payroll and recruiting.

### Program Administration

Develop, implement and drive company-wide Wellness Program and Volunteer Program.

- Create, track and maintain strategies that encourage and increase participation.
- Work with internal teams to create campaigns to drive awareness and involvement.
- Research, propose and prioritize new opportunities for additional Wellness and Volunteer initiatives.

### Requirements

- Minimum of 3 years professional Human Resources experience, preferably specializing in Benefits Administration
- Demonstrated ability to execute and implement projects
- Excellent customer service, problem-solving, interpersonal and organizational skills
- Superior analytical, verbal and written communication skills - must be friendly, compassionate and approachable
- Follow through on all assignments independently. Meet deadlines with minimal supervision
- Results-oriented with an ability to see the "big picture" strategy

***Interested?***

If your skills and positive attitude are a good fit for SEI, [please apply](#) today.