**SCOPE OF RESPONSIBILITIES**

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

High School Diploma or G.E.D.

Two (2) years’ experience in business and office setting

Excellent customer service skills

Good computer skills

Effective communication skills

**DESIABLE QUALIFICATIONS**

Specialized training in insurance enrollment and processing

Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits
Experience in a diverse workplace