

Benefits Administrator (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$33.00 to \$35.00 hourly
Employment status: Contract / Temporary

Description

Benefits and Leave Administrator

We are currently seeking a Benefits and Leave Administrator with 3+ years of dedicated leave administration experience. This role is integral to our team and requires an in-depth understanding of every step in the leave administration process from start to finish, without the need for an external vendor. Candidates will have demonstrated experience managing leaves of absence and benefits on a national scale, including the state of California and New York.

Key Responsibilities:

- Administrate and manage the end-to-end process for leaves of absence and benefits
- Coordinate intake of leave requests including workers comp and send required notices, forms, letters, and determine associate eligibility
- Inform, guide, and advise associates on benefit matters regarding eligibility and coverage. This will include maintaining accurate benefit records and proper documentation
- Support the daily management of leaves related to: FMLA, Non FMLA, WC, ADA, Section 125, COBRA, HIPAA, IRS, Sick Time, and FLSA leave procedures
- Intake and coordinate all open and upcoming leave of absence and workers comp including issuance and tracking of all applicable documentation maintenance of leave administration system, coordination and communication with carriers and internal stakeholders, (HR, Payroll, Management team)
- Ensure accurate administration of leave plans in accordance with federal and state legal requirements
- Calculate supplemental pay that coordinates with the Company's short term disability policy and in some cases, state payments, with a superior level of accuracy. Coordinate with the Payroll team to ensure proper payments and manage collection of any overpayments
- Facilitate the tracking of unpaid, intermittent FMLA claims, including use of required paid time off, manager notification, and return-to-work
- Continuously monitor and analyze data for any discrepancies or inconsistencies
- Ongoing absence management when an associate is unable to return to work as expected or the return date is pending

- Oversees the return-to-work process for associates returning from extended FMLA, Non FMLA, ADA, workers compensation, or other leave(s)
- Audit internal record of leaves of absence and workers comp against outsourced disability vendor's records to ensure accuracy for the purpose of identifying and resolving discrepancies
- Audit HRIS Benefit Premiums and work with associate's payment schedule to ensure associate benefit premiums are being paid monthly
- Liaise with various departments, including HR and Payroll, to ensure smooth operation
- Preferably, have the capability to communicate effectively with union representatives

Requirements

Qualifications:

- 3+ years of comprehensive experience in benefits and leave administration, with a significant focus on LOA, ADA, workers compensation, FMLA, non-FMLA, and sick time management
- Proven ability to handle national level administration, especially for California and New York
- Strong analytical skills and proficiency in Microsoft Excel to assess and monitor data
- Experience with UKG, Kronos for payroll and the Microsoft Office Suite
- Previous experience working with unions is a plus
- Excellent communicative and interpersonal skills
- Detail-oriented and ability to multitask

If you are a dedicated Benefits and Leave Administrator seeking a fulfilling role in a dominant company, we would love to hear from you.!

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