

McWANE DUCTILE OHIO
EXTERNAL NOTICE OF SALARIED JOB OPENING

Date: April 18, 2024
Job Title: Benefits Coordinator
Department: Human Resources
Reports to: Human Resources Manager

Employment: Full Time (Min 40 hours)
FLSA: Exempt E3
Shift: 1st

McWane, Inc. is an equal opportunity employer. Employment is made available to all persons without regard to race, color, religion, sex, national origin, age, and marital status, disability that does not prohibit performance of essential job functions with reasonable accommodation, Vietnam Era or veteran status. This policy applies to hiring, placement, recruitment, rates of pay or other forms of compensation, benefits, promotions, transfers, layoffs, recalls, Company-sponsored training, terminations, and other employment-related activities.

Summary: The Benefits Coordinator is responsible for assisting new hires and employees with Company benefits such as health, vision and dental insurances, ACA, 401K plans, FSA plans. Conducts annual open enrollment. Completes related data entry/reports and maintains employee database. Coordinates all employee leaves of absence such as FMLA, S&A and other leaves of absence. Maintains highly confidential employee files. Strong interpersonal skills and sensitivity to confidential matters are required.

Essential Duties and Responsibilities include those listed below. Other duties may be assigned. This position is a full-time (minimum 40 hours per week) on-site position.

- Administers various employee benefit programs, such as group medical insurance, life, medical and dental, accident and disability, pensions, and 401k administration.
- Provides benefit orientations, open enrollments, claims processing and self-billings of insurance.
- Processes and maintains all status reports deduction changes.
- Key administrator of benefits software system
- Administers COBRA accurately and timely.
- Provides timely benefits deductions or additions in company payroll system information to Accounting and Finance Department.
- Assists employees in filing health, dental, life, and all other related and deferred benefit claims.
- Implement new benefit programs; arranges and conducts employee information presentations and enrollments.
- Responds to benefits inquiries.
- Creates benefits-related reports and documents.
- Verifies the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolve administrative problems with the carrier representatives.
- Assists Human Resources Manager in obtaining statistics and information in the renewal process of any Health, Life and Retirement plans that benefit the company.
- Prepares and sets up meetings designed to help employees obtain information and understand company benefits and other related incentive programs.
- Manages all wellness discounts offered to employees and related programs as necessary.
- Keeps informed about Federal and State guidelines and updating policies to reflect the guidelines.
- Keeps Human Resources Manager informed of problems as they arise.
- Fosters positive work relationships.
- Works in a safe manner and complies with all Company policies, procedures, and practices.
- Administers all company leave programs to include, S&A, STD, LTD, FMLA and Military LOA.
- Conducts training as necessary on federal and state changes in accordance with the law.
- Works closely with Corporate Benefits Specialist
- Maintains required information in employee benefits files (401k forms, spousal affidavit, etc.)
- Completes annual required notices and reporting.
- Other duties as assigned by Human Resources Manager

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative, but not all inclusive, of the knowledge, skills and or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree in human resources or business preferred, plus 2 to 4 years' benefits OR related benefits administration experience required; Certified Benefits Specialist preferred.

Computer Skills: Computer literate; proficient with MS Office programs and applications for word processing, email, database management and spreadsheets and presentations.

Certificates, Licenses, Registrations: **Certified Benefits Specialist a plus.**

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job are primarily in an office environment, the employee is frequently required to sit, communicate, and listen. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Frequent repetitive motion keyboarding. The noise level in the work environment is usually moderate.

How to Apply

Interested candidates must complete an online McWane Ductile Ohio Application Form which can be accessed at <http://careers-mcwane.icims.com>. Employment is contingent upon satisfactory completion of a Company Application, Confidentiality, Assignment and Non-Competition Agreement, criminal background check, professional reference check, health assessment and pre-employment drug screen.