



Warfel Construction Company is currently looking for an experienced Benefits Administrator to join our growing team. This position will be primarily responsible for the administration of our group benefit plans, including health, dental, vision, short-term and long-term disability, and additional life insurance. The ideal candidate for this role should possess a strong employee-focused mindset, with the desire to create a best-in-class experience while providing innovative recommendations to future programs.

At Warfel, we truly believe our people are our competitive advantage. We've built a culture that begins and ends with our commitment to the great people in our organization. As a member of the HR team, you play a critical role in maintaining and supporting the team-focused culture we've established.

Major duties will include, but are not limited to, the following:

- Administers several benefit programs, including medical, health savings accounts (HSA), dental, vision, accident and disability, life insurance, 401k, and wellness benefits.
- Conducts benefit orientations and provides ongoing support throughout enrollment process, including minor troubleshooting with the enrollment program
- Ensures all carriers are updated correctly and in a timely manner following all internal and external compliance. This includes maintaining internal records to ensure HRIS is updated in a timely manner to support proper payroll deductions.
- Provide overall support during the Annual Enrollment process, including package preparation, enrollment meetings, and administration support.
- Assist employees with medical, dental, and vision claims by supporting communication between the employee and the carriers.
- Review and verify monthly insurance invoices, and resolve conflicts directly with the carriers.
- COBRA administration
- Review and respond to additional requests such as unemployment claims and verification of employment.
- Provide proactive and innovative recommendations to improve the total benefit program to support the ongoing culture within the organization.
- Must understand and maintain confidentiality in all interactions at all levels of the organization.
- Support the HR team with ad hoc HR-related tasks and duties, as assigned.

#### **Skills & Qualifications:**

- High school diploma or GED preferred
- 2 – 5 years' experience in employee benefits administration requested
- Proficient with Microsoft and Adobe platforms



- Knowledge of relevant federal and state laws, regulations, and legislations (COBRA, HIPAA, FMLA, etc)
- Must have proven ability to function well in a high-paced, team-focused, and sometimes stressful environment.
- Strong verbal and written communication skills are a must
- Attention to detail and a strong customer service mindset are critical
- Thorough understanding of HR practices and procedures
- Must show a commitment to Warfel's Core Values (Honesty, Integrity, Accountability, Initiative, and Teamwork) and Clients for Life mission at all interactions

This position spends the majority of the role working in an office environment, which includes prolonged sitting at a desk and working on a computer. Must be able to lift up to 15 lbs occasionally and as necessary. This position may require some minor travel to various jobsites within a 1-2 hour commute as tasks require. Frequent use of a telephone and maneuvering through an office environment are essential to the role.

**Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.**