

Human Resources Benefits Coordinator, Madonna Rehabilitation Hospital

Location: Lincoln, Nebraska

Madonna is looking for a full-time customer service focused and enthusiastic individual to join our Human Resources team. This person will provide assistance and support the areas of benefits, recruiting, payroll and all other HR related functions. They will assist with the administration of Madonna's benefit programs and recruitment initiatives. Responsible for knowing and demonstrating compliance with confidentiality and HIPAA- required procedures for applicable benefit plans as it relates to all communications and document sharing internally and/or externally. Provides assistance and guidance to managers and staff across campuses regarding all benefits and leave procedures. Must demonstrate sound solutions and problem-solving skills. Communicates, collaborates, and demonstrates excellent customer service skills and anticipate customer needs. Responsible for benefits records retention and processing. Assists with benefits counseling, enrollments and new employee paperwork and coordination of health screens.

Ideal candidate will have high school equivalency with minimum of 1 year post-high school education and two years related work experience required. Experience in benefits programs administration required. Demonstrated knowledge of employment, payroll and benefits laws required. Proven demonstrated analytical skills in work experience related to benefits and other Human Resources related work required. Additional relevant work experience may be considered in lieu of formal post-high school education. Valid Nebraska driver's license and proof of good driving record required. Come be a part of our team, Madonna employees are changing lives!