**Benefits Specialist - Job Posting**

**YOU WOULD BE GREAT FOR THIS POSITION IF YOU…**

* Have experience in employee benefit plans and design
* Have a mindset of creativity and innovation
* Comfortable working with all levels of the organization
* Have an exactness factor and attention to detail
* Enjoy problem solving and conducting research
* Always willing to grow and work in a position where duties can be fluid at times
* Are goal oriented and have a proven track record of success
* Strive to provide the highest level of service

**HOW WILL YOU QUALIFY?**

Bachelor’s degree in Business Administration or Human Resource Management preferred. Minimum of three (3) years related benefit experience required. Certified Employee Benefits Specialist (CEBS) certification desired.

**WHAT ARE YOU GOING TO DO WITH YOUR TIME (not all inclusive)?**

* Administer the health benefit and retirement plans for Bryan Health and its entities.
* Provide benefits orientation and assistance to all new employees.
* Document and maintain administrative procedures for benefits processes.
* Assist in developing and distributing communication pieces related to benefit topics.
* Prepare and processes reports as requested.
* Review and interpret benefit plan documents.
* Research and assist employees with complex medical claims.
* Work with the benefits team in the preparation, organization and execution of open enrollment.
* Coordinate the payment and reconciliation of all benefit invoices.

**GREAT PERKS FOR YOU!**

Attractive Compensation Package • Retirement Savings Account 401(k) with match • Paid Time Off with Cash-out Option • Generous Health Benefits Package including medical, dental and vision • Pre-Tax Savings Plan • Short Term Disability • Long Term Disability • Education Reimbursement • Employee Wellness Program, Plus so Much More!

For more information and to apply online please visit our website at <https://www.bryanhealth.com/careers/job-opportunities/>