Benefits Coordinator

Are you interested in joining a team of hard-working and ambitious individuals? This is an excellent setting for someone interested in a career in Human Resources while making a difference in the lives of others.

We are looking for a Benefits Coordinator to join our team!

At Charon Shared Services, our dynamic team provides service to 600 healthcare professionals across multiple locations including Lincoln Surgical Hospital, Nebraska Surgery Center, Sutton Dermatology + Aesthetics, and Eye Surgical Associates.

Hours: Full time, 80 hours per pay period (2 weeks), 8:00 am - 5:00 pm, Monday - Friday.

**Responsibilities include but not limited to:**

* Administer the employee health benefit programs for all entities.
* Conduct benefits orientation, explain and provide assistance with benefit self-enrollment system.
* Review and approve employee benefit elections.
* Research and assist employees with benefit questions and claim concerns.
* Verify monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
* Process terminations and loss of benefit status changes via HRIS system.
* Coordinate COBRA processing via HRIS within established timeframes.
* Assist in the preparation, education, and completion of open enrollment.
* Review and audit quarterly hours reports and monitors ACA compliance.
* Assists with ACA yearly reporting.

**Requirements:**

Bachelor’s degree in Human Resources, related field, or equivalent experience. Experience in employee benefits administration preferred. SHRM-CP or SHRM-SCP and CEBS professional designations preferred.

**We offer a competitive benefits package to include:**

* Health insurance
* Dental insurance
* Vision insurance
* Life insurance
* Paid time off
* Tuition Reimbursement
* Flexible Spending Accounts
* 401k with a company match
* Uniform Reimbursement
* Short and Long Term Disability
* Laser vision correction discount
* Onsite Fitness Center