HUMAN RESOURCE GENERALIST - BENEFITS

Duncan Aviation is the largest, family-owned maintenance, repair and overhaul (MRO) facility in the world providing complete nose-to-tail services for business aircraft. We value the individual experiences and diversity of our workforce and are proud to be a Veteran-Friendly Employer. Individuals of all backgrounds, nationalities, disability status, and military service are encouraged to apply.

As the **Human Resource Generalist – Benefits**, you will work on a team to administer the Company’s benefit programs, off-boarding and support general HR functions. To be successful in this position, you will need to be detailed orientated, dedicated to superior customer service and able to thrive in a fast paced work environment.

**Essential Job Functions**

1. Administers benefit programs, including interpreting benefit plan provisions, advising employees regarding their benefit coverage, and working directly with plan carriers in resolving insurance claim issues and settling disputes, filing documents and reports in compliance with regulatory requirements, etc.

2. Administers company’s 401(k) plan including responding to employee inquiries, coordinating new employee eligibility, investment advisor and non-participant meetings and financial management meetings/workshops, filing documents and reports in compliance with regulatory requirements, etc.

3. Administers Salary Continuation, FMLA and COBRA in compliance with all legal requirements and company policy and practices. Tracks and monitors leave-of-absences, temporary work reassignment, time lost, settlements, reasonable accommodations, etc.

4. Serves as the administrator and primary contact for the Benefits Portal, providing technical support and training for end users. Researches and resolves user and system issues in a timely manner.

5. Coordinates off-boarding for team members separating employment. May partner with department management, Professional Development Team, Credit department, etc. Tracks and identifies turnover trends based data and feedback from exit interview.

6. Assists with projects and special assignments related to HR functions in support of the Company’s strategic business objectives. Performs other duties as assigned by management.

**Job Specific Requirements**

* **Licenses/Certificates:** N/A
* **Attendance:** Regularly scheduled attendance required
* **Physical:**Repetitive motion; tolerates sitting; proficient typing and data entry skills
* **Environmental:** N/A

**Education and Experience**

* Bachelor’s degree in related Human Resource, Business Administration, Organizational Development or related field of study or equivalent required
* Proficiency with Microsoft software (Word, Excel, Project, etc.) required
* Previous HR or related experience preferred

*Duncan Aviation is an Equal Opportunity and Affirmative Action Employer. EOE Minorities/Females/Protected Veterans/Disabled*