

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 and process qualifying life events.
- 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 loss of benefit status changes via HRIS system.
- Create and establish a benefits communication plan to help employees obtain information and understand company benefits.
- Assist in the preparation, education, and completion of open enrollment.
- Assists in completing benefits reporting requirements, including 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
- Health Savings Account Employer Contribution
- Accident, Critical Illness, and Hospital Indemnity
- 401k with a company match
- Short and Long Term Disability
- 24/7 Wellness Center

To Apply: <https://lincolnsurgery.com/careers/>

Contact Information:

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