**Benefits Administrator** **-** **(15000161)**

**Description**

**ABOUT US:**

Established in 1946, Bergelectric Corp. has made its mark on the construction industry by providing the highest quality electrical and technology systems. We are one of the largest, privately held, electrical contractors in the United States. During the last decade, Engineering News Record (ENR) has consistently ranked us among the top 20 specialty contractors. We offer competitive salaries and a range of benefits including, but not limited to; comprehensive medical benefit packages, 401(k), and a pension plan.

**OVERVIEW:**

The position is responsible for analyzing and administering employee benefits programs, including health insurance and retirement programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Conduct job analysis and maintain documentation process
* Manage and reconcile the monthly benefits invoice receivables for timely and accurate processing by accounts payable
* Implement the Affordable Care Act (ACA) reporting requirements
* Facilitate the preparation and timely filing of required benefits reporting
* Assist in the design, development, testing, implementation, and support of HR systems
* Create, generate, analyze, and customize simple and complex ad hoc and ongoing statistical summaries and special reports from HR systems
* Work with HR team to evaluate business needs and modify existing HR systems to meet challenging demands
* Works with payroll team to coordinate system updates and data retrieval; Recommends business process improvements having a HRIS component and serves on teams to implement business process changes
* Act as liaison between employees and insurance carriers for claim processing
* Update and revise benefits documents
* Enter/ terminate/ change employee benefits online through carrier systems.
* Enter and maintain benefit related payroll deductions in the payroll system.

**Qualifications**

**SKILLS AND EXPERIENCE:**

* Solid knowledge of compensation principles and benefit program practices, methodologies and strategies.
* Strong understanding of HR processes and data, including eligibility and enrollment rules, and benefit procedures in order to ensure correct implementation.
* Strong understanding of HRMS database design, structure, functions and processes, and experience with databases tools.
* Thorough knowledge of MS Excel, Word, PowerPoint and Access. Experience with an HRMS such as PeopleSoft or ADP/HRP.
* Effective organizational and interpersonal skills including written and verbal communication skills.
* Previous exposure to project-related activities through active participation in system-related projects.
* Understands processes related to HR functions including but not limited to onboarding, training, and terminations.
* Strong knowledge of Affordable Care Act (ACA) and Health Insurance Portability and Accountability Act (HIPAA) reporting requirements
* Ability to multi-task, be flexible, ensure accuracy, and meet changing priorities in a fast-paced, high workload environment.
* Exceptional organizational skills, attention to detail, time-management skills, and strong motivation to meet deadlines and achieve goals.
* Analytical skills and ability to create useful, actionable reports from data

**KEYWORDS:**

Benefits Specialist, Benefits Administrator, Benefits Manager, employee benefits, corporate benefits, benefits administration

**EOE Minorities/Females/Protected Veterans/Disabled/VEVRAA Contractor**

**Primary Location:** CA-San Diego (Escondido)

**Job:** Human Resources

**Schedule:** Full-time

**Travel:** No