

Benefits and HR Analyst

Immediate Opening. Located in our corporate offices in Jacksonville, FL, the Benefits and HR Analyst will be an integral part of the human resources team.

The Benefits and HR Analyst will be responsible for:

- *Administration of all benefits plans to include, medical, dental, life, short-term and long-term disability and 401(k) plans.*
 - *Design and deliver annual benefits training for all staff*
 - *Initiating new-hire benefits and changes of information by obtaining, verifying and recording employee information and informing insurance carriers of new or changed information.*
 - *Resolving employee questions and problems regarding benefits by researching benefit policies and procedures; providing answers to questions and resolutions to problems.*
 - *Maintaining employee deductions in the payroll system to ensure accurate employee premiums are withheld.*
 - *Expediting delivery of benefits by maintaining working relationships with benefit carriers and providers.*
 - *Completing benefits billing by reconciling carrier statements; requesting benefit disbursements and reconciling benefit accounts.*
 - *Informing management of benefits activity by generating monthly reports and audits.*
- *Overall administration of FMLA, general LOAs, COBRA and workers' compensation programs.*
 - *Tracking and monitoring leave taken and appropriate paperwork for documentation of leave, doctor visits, etc.*
 - *Employee interactions and follow-ups.*
 - *Ensuring that premiums are paid while on leave*
- *Performing a variety of analytical projects related to employee benefits, to include, but not limited to market competitiveness surveys, benefit expense vs. budget analyses, system enhancement options and system/administrative procedure reviews to determine efficiency improvements.*
- *Retaining historical reference of benefits plans by maintaining benefits record keeping systems; filing and retrieving benefit information.*
- *Processing new hire paperwork for entry into the payroll and HRIS system, and maintaining paper HR files.*
- *Work closely with members of the HR and Payroll team to ensure timely payroll processing, as well as management of benefit deductions.*

The qualified candidate will have:

- *A Bachelor Degree in Business, Business Management, Human Resources or Finance or the equivalent of education and experience will also be considered.*
- *Must be highly proficient with Excel and other Microsoft Office products.*
- *Two to five years experience with benefit, workers' compensation and retirement plans.*
- *Possess excellent communication, analytical and critical thinking skills.*

- *Full understanding of OSHA, FMLA, Workers Comp., HIPAA and other State and Federal Employment law regulations.*

Interested individuals may apply by submitting a resume to Forrest Scott, SPHR, Vice President Human Resources at: HR@hppartners.com. Equal Opportunity Employer who actively seeks a diverse workforce. D/ V/ M/ F. Pre-employment background screening and drug testing. No phone call.