

Malnove, Inc. is a folding carton company committed to delivering "total packaging solutions". Malnove, founded in 1948 currently serves 50 states and Puerto Rico. Production facilities are located in Jacksonville, FL; Omaha, NE; Salt Lake City, UT and Kapolei, Hawaii. In the Jacksonville office, we are hiring a CORPORATE BENEFITS ADMINISTRATOR to administer benefits for all locations - approx 575 employees. Candidates must have at least 5 years experience handling benefits in a corporate environment and must be able to travel to Omaha to train. Duties include:

GROUP INSURANCE PLANS

- Ensure timely and accurate enrollment of Associates in Group Insurance plans (Health, Life, LTD, STD, Flexible Spending Plan, Wellness Plan).
- Ensure timely and accurate transmission new enrollments, terminations, and coverage changes to carriers.
- Ensure timely entry of all enrollments, terminations, and change data into HR/Payroll system.
- Calculate monthly premium amount due for each carrier and initiate timely payment.
- Compile census data to broker for purpose of annual renewals and other projects.
- Ensure printing and distribution of SPD's, Insurance Certificates, and amendments to Associates as required.
- Process and work with carriers to ensure timely payment of STD and LTD claims.
- Participate in annual renewal meetings along with the Benefits Manager, brokers and carriers.

COBRA

- Notify provider of new terminations.
- Monitor for participants who drop out of COBRA and notify Insurance carriers of terminations.
- Ensure accurate reporting of COBRA premiums collected to accounting.

401k PLAN

- Process all new enrollments and changes into HR system as they are received from the provider
- Compile data for 401k reporting balancing data to payroll reports weekly
- Transmit data to 401k provider weekly
- Receive funding request from provider weekly and ensure that funds are deposited timely.
- Provide accounting with reports needed to track relevant cost data
- Provide data and reports as required during annual plan audit

ASSOCIATE BENEFITS ASSISTANCE

- Provide assistance to Associates from all locations within the Corporation with questions, claim problems ensuring timely resolution of problems and Associate satisfaction with the Company's benefit programs.
- Assist with updating Benefit communications.

HUMAN RESOURCE GENERALIST – CORPORATE DIVISION

- Provide clerical function for the Corporate Division of Malnove Holding Company which includes approximately 40 Associates made up primarily of senior level Executives and Managers.
- Set up new hires and process changes in to the HR/Payroll system for the Associates in the Corporate Division.
- Process and ensure timely completion of performance appraisals.
- Process payroll changes.
- Monitor and acknowledge Anniversaries, Birthdays, etc.

Contact Name
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