

MALNOVE INCORPORATED of FLORIDA

Job Title: Benefits Specialist
Department: Human Resources
Status: Non-Exempt position of 25- 30 hours
Location: Jacksonville, Florida
Reports to: Human Resource Director

Perfect Part-Time opportunity to work Monday through Friday, earn vacation hours and participate in company 401K plan!

Job Summary:

Provide assistance to Associates with insurance enrollment and claims issues ensuring timely resolution to meet our Associate's satisfaction with the Company's benefit programs. Regularly administer and update Benefit communications and input benefit data into Benetrac.

Desired Education and Skills:

4 year college degree and/or proficient experience processing employee benefits
3-6 years consistent employee benefit experience
HR Generalist experience
PHR or SPHR certified helpful
Experience working within the Paychex/HRO/ BeneTrac system

Compensation for Part-time position:

Malnove offers competitive pay, vacation accrual and after 6 months of employment one may enroll in Malnove's 401K Plan which offers immediate Vesting in the 401(k) Match!

Other: Malnove embraces a strong continuous quality improvement ethic and Associates are empowered to share ideas and implement best practices through a computer-based quality improvement system.

We are committed to developing collaborative relationships with our clients and delivering true "total packaging solutions" based on our unique knowledge of our customers' business and related brands. We are always seeking talented and enthusiastic individuals who are highly skilled in the folding carton and packaging industry.

Malnove Values: Consistently exceed our customer's expectations.

Please apply on line at: www.malnove.com