

## **HR & Benefits Administrator**

### **General Position Purpose**

This position assist in the administration of staff and pilot benefit and retirement plans; the collection and processing of staff and pilot recordkeeping data. Assists in educating pilot by providing information to the pilot group regarding benefit and retirement programs. Position may assist with staff HR administration and other projects as assigned.

### **Essential Job Function**

Assists staff and pilot members by developing a working knowledge of benefit and retirement plans between the Company and the Association. Assists in the support of the pilot group with benefit issue resolution. Maintains file system of relevant issues pertaining to pilot benefits. Assists in providing services, management of files for eligible members, and assists in the processing of any changes. Assists with Annual Enrollment process. Assists with preparation of New Hire Orientation packets for staff and pilots for group benefit plans. Confidentiality is an essential job function.

### **Qualifications**

High School Diploma required, College coursework, college degree or 5 years of benefits experience or in a related area is preferred.

### **Experience**

5 years of benefits experience or in a related area is preferred.

### **Licensing/Certification**

Not required.

### **Physical Abilities**

Able to lift 30 lbs., unassisted.

### **Other Qualifications**

Demonstrated experience with MS Office products, particularly Excel and Word. Experience with CRM or similar software preferred. Should be able to gain knowledge of related software. Must display judgement sufficient to handle complex issues and resolve problems independently on a wide variety of tasks. Must demonstrate and maintain a high regard for confidential and sensitive information. Must be able to travel occasionally and work extra time as necessary. Must be well groomed and able to represent the Association in a very professional manner.

Must be a U.S. citizen, or have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time, with out without notice.