

NOTICE OF JOB VACANCY

DEPARTMENT: Administrative Services/Division of Personnel

POSITION: Benefit Specialist

DESCRIPTION OF POSITION:

- Process employee enrollments, adjustments, terminations, and additions for health insurance plans in HR system to update payroll deductions for coverage.
- Assist employees with questions regarding their health benefits and contributions for coverage, as well completing applicable insurance forms.
- Provide new hires with information and guidance regarding available healthcare plans.
- Communicate with insurance providers to resolve member issues.
- Will utilize various types of databases and perform audits regularly to ensure data integrity.
- Maintain monthly insurance invoice payments.
- Administer COBRA paperwork to eligible individuals.
- Process short-term disability claims.
- Create files for new retirees and scan documents into online database.
- Coordinate the yearly Wellness Fair and Flu Shot Clinics with Personnel staff.
- Respond to NJ State child support inquiries regarding healthcare coverage for eligible dependents.

EXPERIENCE/EDUCATION:

- Bachelor's Degree from an accredited college/university is strongly preferred.
- Two (2) years of HR administrative experience.
- Extremely organized, detail-oriented, time management and patient.
- Knowledge of working with Excel: creating templates, spreadsheets, and creating/ modifying formulas.

SALARY RANGE: \$45,000- \$55,000

ISSUE DATE: 8/1/2022

CLOSING DATE: 8/12/2022

AUTHORIZED SIGNATURE:



NAME: Claudia Martins **TITLE:** Director, Division of Personnel Management

INTERESTED APPLICANTS MAY SEND RESUME TO: UCrecruitment@ucnj.org

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UNION COUNTY RESIDENCY REQUIRED