

# **JOB POSTING**

## **TITLE: Benefits Coordinator**

**Date: 01/08/2015**    **Position will remain posted until Monday, 01/12/2015.**

### **SUMMARY OF JOB:**

This is a full time, 40 hrs. a week position, working 5 eight hour days, Monday through Friday.

### **ESSENTIAL DUTIES:**

Responsible for coordinating and overseeing all functions in Benefits.

Coordinate insurance renewals with each insurance company. Sets up insurance meetings as needed.

Performs Insurance Orientation for all new hires. Makes sure employees insurance applications are completed in a timely manner.

Responsible for administering Workers' Compensation.

Responsible for administering Lagers Retirement to employees.

Responsible for overseeing post offer drug testing, random drug testing, as well as post accident testing.

Coordinates any automobile accidents with insurance company.

Registers all automobile titles and keeps accurate files.

Performs certain Human Resources duties as need.

**REQUIREMENTS:** High School Diploma or GED required. Must possess excellent oral and written communications skills.

**LANGUAGE SKILLS:** Ability to read and interpret documents. Ability to speak effectively with customers or employees. Must possess good phone skills. Excellent Customer Service is a must.

**OTHER SKILLS AND ABILITIES:** Must be a self-starter with good organizational skills. Must be detailed oriented. Must be able to follow directions.

**Taney County is a Substance free, Equal Opportunity Employer (EOE). Contact Human Resources at 417-546-7237 for information. The County Application may be obtained through the Human Resources Department or printed off County website at [taneycounty.org](http://taneycounty.org) under the Human Resources Department.**