

Benefits Specialist

The Berks County Intermediate Unit has a full-time position available. The Benefits Specialist will assist employees with benefits, income continuance (LOA/WC and FML), ACA compliance, policies & process improvement. Maintains employee database and employee benefit files.

Must have strong experience with benefit administration, communicating benefits to employees, answering and troubleshooting benefit questions and issues, administration and oversight for annual enrollment. Prefer experience with multiple contribution structures. Strong attention to detail. The Specialist will foster, maintain and promote positive relationships with the Office of Human Resources' customer base. Associate's Degree in personnel, business administration, or a related field or five (5) years equivalent experience required. View the complete job description and apply online at www.berksiu.org/jobline Job ID 898 EOE.