

## Benefits Admin

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$19.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

If a positive work environment and awesome company culture is important to you, you may be interested in this opening for a Benefits Admin at a firm in the Wholesale Distribution industry. Are you a self-starter that is looking to grow with a company within your field? Robert Half has partnered with a company seeking an individual like you. Daily tasks may include handling a variety of personnel related administrative tasks and providing clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. This long-term contract / temporary position is a great opportunity for someone looking to gain experience in the Rancho Cordova, California area.

Provide excellent customer service by communicating information to employees and managers pertaining to benefit plans and options; answers questions regarding benefit plans.

Performs data entry of benefits information and audits information for accuracy.

Administers FSA plans which include medical spending account and dependent care reimbursement.

Provide insurance orientation to new hires or employees with a qualifying event.

Assists with the preparation of employee benefit booklets and other employee benefit communications.

Benefit Data Reporting as required by the businesses and management.

Assists with the open enrollment process.

COBRA Administration including issuing letters, tracking payments and providing enrollment to carriers.

Administers Leaves of Absence, including FMLA and other company leaves.

### Requirements

- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects
- Strong communication and social skills
- Human Resources (HR) Administration experience
- Proficiency in Microsoft Office Suites
- SAP experience
- Experience with office applications and software, as well as Human Resource Information Systems (HRIS)
- Approachable and appropriate interacting with staff at all levels in a rapidly changing environment
- Prior experience handling confidential business matters and information with discretion

If you are a self-starter who is passionate about supporting a dynamic and growing company, we would love to hear from you! Contact us now - this position is available and will be staffed by the end of the week!

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**