The SOFEI Group (4723)
To: Employment Counselor
Date: 02/16/2026

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is now hiring!

14618

Rochester, NY, 14618

Benefit Coordinator (Remote Position)

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: $19.79 to $26.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are offering a permanent employment opportunity for a Benefit Coordinator in the Service industry, based in Rochester, New York. As a Benefit Coordinator, your main duties will revolve around managing HR-related documents, ensuring accuracy of HR data, and dealing with HR-related inquiries.

Responsibilities:

• Oversee and manage incoming HR-related calls, emails, and correspondences.
• Responsible for preparing and disseminating HR-related documents including memos, announcements, and policy updates.
• Ensure all HR procedures and documents are up to date and that internal HR files are maintained and organized.
• Handle the processing of monthly drug and background screening invoices.
• Oversee the reconciliation of 401K changes and new benefit enrollments, including verification of dependents.
• Perform yearly audits of I-9's, PTO overrides, and similar tasks.
• Ensure the accuracy and confidentiality of all HR data and maintain updates within HR systems.
• Provide general administrative support to the HR department.

Requirements

MUST RESIDE IN ROCHESTER, NY!

• Proficiency in Benefit Functions, with the ability to manage and administer employee benefits programs effectively.

• Experience with Human Resources Management System (HRMS), demonstrating a strong understanding of how to optimally use these systems for HR tasks.

• Solid background in Human Resources (HR) Administration, showcasing familiarity with HR principles, procedures, and best practices.

• Knowledge of HRIS - Human Resources Info Systems, indicating the ability to utilize such systems for efficient HR management.

• Proficiency in Excel Formulas, demonstrating the ability to manipulate data effectively for HR tasks and reporting.

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This Job Posting will expire in 10 days.