

Benefits Specialist

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: \$30.00 to \$35.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a highly skilled and experienced Benefits Specialist for a contract role from March to October. The primary responsibility of the Benefits Specialist will be to administer and manage a wide range of employment benefits and retirement programs, including health, pension, disability, and Workers' Compensation.

- Execute the day-to-day operations of various benefit programs including health, retirement, Workers' Compensation, disability, etc.
- Handle benefit enrollment within the Ceridian Dayforce system.
- Process new benefit events such as new hires, life events, and terminations.
- Provide effective support in other areas such as payroll and employee relations, depending on the candidate's experience and skills.
- Engage in cross-training with the employee relations team to provide comprehensive support.

Requirements

- Experience administering employee benefits and retirement programs in a large organization.
- Familiarity with the Ceridian Dayforce system for benefits enrollment is preferred.
- Detail-oriented with strong administrative and functional skills.
- Ability to work in a structured environment with established processes.
- Knowledge of payroll systems and procedures is a plus.
- Strong interpersonal skills with a collaborative approach to problem-solving.
- Must be able to respect and maintain confidentiality.

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