

THE OPPORTUNITY

The **Human Resource Benefits Specialist** is accountable for performing HR-related duties on a professional level and works closely with senior HR management in supporting the development of the company's culture and goal attainment. This position is responsible for assisting with the administration of all benefits and retirement programs including medical, dental, vision, supplemental coverages, wellness, and ESOP & 401(k) plans. Performs processing of short-term disability and FMLA claims according to policy to ensure compliance with state and federal laws. The Benefits Specialist must be sensitive to corporate needs, employee goodwill and the organization's business needs. They will be an advocate and ambassador of the company's culture who promotes the vision, mission, and values of Steel Encounters.

WHAT YOU WILL DO

Benefits Administration

- Ensures the accuracy of all benefits enrollments in the benefit enrollment and HRIS software
- Assists newly qualified employees with benefit enrollment
- Assists employees regarding benefits claim issues and plan changes, including life event changes
- Manages annual open enrollment and processes benefit terminations
- Manages FSA annual enrollment and ensure annual deductions are entered correctly

Wellness Program Administration

- Creates monthly Wellness Newsletter
- Manages monthly wellness exercise challenges and announces winners in a timely manner
- Promotes EAP awareness and utilization
- Administers annual wellness program enrollment and ensures new hires are aware of the wellness program, serves as chairperson of the Wellness Committee

Short-Term Disability and FMLA Claim Administration

- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA
- Communicates claim status with the employee's Manager

Retirement Administration

- Conducts 401(k) enrollment process with eligible employees
- Manages distribution of annual ESOP distribution documentation
- Assists with annual employee 401(k)/profit share account set-up and quarterly updates

New Hire and Continuing Logistics

- Orders and manages new hire background screens and drug testing
- Processes new hire paperwork/filing system (digital) On Boarding – Off Boarding and ensure
- Processes employee terminations with payroll, the carriers, and HR processes
- Assist with the LMS (Learning Management System) design, creation and implementation

Employee Communications

- Assists with setting up new hires in the SE-App and COINS, process changes

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- Creates and manages HR related SE-App

All other tasks as assigned by manager

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Communications, or related field
- Extensive knowledge of employee benefits and applicable laws
- 3-5 years of benefit administration
- 2-3 years of wellness program administration experience is desired
- Certified Employee Benefits Specialist (CEBS) or similar certification preferred
- Intermediate skill with Word, Excel, Power Point, COINS, ATS and HRIS software
- Advanced skill with InDesign, Photoshop, Canva or other similar software
- LMS experience is a plus

COMPETENCIES

- Builds collaborative relationships
- Strong oral and written communication skills
- Able to maintain confidential information and ethical practice at all times.
- Detail oriented, organized, flexible
- Proactive/self-starter
- Empathic

WAGES & BENEFITS

- Employee Stock Ownership Plan/401k Profit Share
- Salary is negotiable based on experience
- Annual bonus based on goal achievement
- Paid Time Off (PTO) and paid holidays (8)
- Health insurance (Company pays 75% of premium) and all the other standard benefits
- Wellness program with cash incentive (\$50.00 individual, \$70.00 for couple)
- Cell phone reimbursement \$40.00 per month

To apply for this position, please submit your resume and a cover letter outlining why you are the most qualified candidate for this position, on our website.

Apply online at <https://www.steelencounters.com/careers>

Check us out on our YouTube Channel: <https://www.youtube.com/user/steelencounters>

WHO WE ARE | WHAT WE DO

Are you looking for a company who values their employees and wants to help them grow? Are you someone who enjoys being part of a team that is proud of the work they do and whose goal is to provide our customers with an outstanding construction experience? Nestled in the heart of downtown Salt Lake City, Utah, Steel Encounters is a highly respected specialty building envelope subcontractor and steel, joist, and deck supplier. Steel Encounters is an ESOP company (employee-owned company), employees receive dividends on profits that go directly towards retirement. Each employee-owner takes pride in their work and is an important contributor to our overall success. At Steel Encounters, our team is our greatest asset.