



Benefits Administrator

City Brewing Company, a leading manufacturer in the beverage industry, has an immediate opening for a Benefits Administrator at our La Crosse, WI facility. This position works within the Human Resources Team to administer the day-to-day activities of benefit programs; serving as main point of contact for employees and vendors regarding benefit plans including medical, dental, vision, life, disability and elective ancillary benefits, and responsible for processing of all benefits transactions.

Responsibilities include, but are not limited to:

- Assist employees with enrollments, changes and questions related to benefit programs.
- Track and administer employee/participant eligibility and enrollment in benefits from hire date to termination of employment/disbursement.
- Process all enrollments and changes within required time limits for eligibility requirements and payroll processing.
- Process FMLA and Disability claims via third party administrator.
- Maintain records and documentation. Audit individual records of benefits including eligibility, elections, and premium payments.
- Educate employees on available benefits, eligibility and enrollment processes. Create and maintain communication materials.
- Conduct benefits orientation and open enrollment meetings.
- Interpret benefit contracts, government regulations, company policies and guidelines to administer benefits.
- Distribute benefits related notices, documents and materials in accordance with regulatory and contractual requirements.
- Reconcile and coordinate payment of benefits invoices.
- Compile and analyze data for reporting and auditing.
- Maintain online benefits open enrollment process.
- Assist in the identification, development, implementation and administration of new or enhanced benefit programs.
- Additional duties as assigned to support the Human Resources Department.

Qualifications:

- Associate's Degree in related field and minimum 2 years' experience in similar role.
- Working knowledge of employee benefit laws, regulations and policies related to COBRA, HIPAA, FSA, etc...
- Strong organization skills and attention to detail.
- Strong computer skills including Microsoft Office and HRIS.
- Strong verbal and written communication skills, including presentation skills.
- General knowledge of HR programs and related regulations.
- Ability to maintain strict confidentiality.

City Brewing Company provides a competitive salary and benefit package. For more information about us, and to apply, please visit www.citybrewery.com