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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Benefits Administrator, Exempt**

**Reports to:** Human Resources Manager

**Job Summary:**

The Benefits Administrator develops and manages employee benefits programs. These duties include being the main point of contact for employee benefits-related questions and problem solving, planning and executing the annual open enrollment process, partner with vendors on new benefit programs and plan designs, and maintain all insurance billings, administer, facilitate and manage all employee leaves.

**Job Functions:**

* Operates efficiently, as a direct point of contact, working remotely through virtual communication platforms as well as in-person
* Administer employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
* Serve as the primary contact for plan vendors and administrators related to group health, group life, medical, dental, vision, and flexible fringe benefits. Coordinate transfer of data to external contacts.
* Coordinate the support for all Leave of Absence cases and Workers Compensation claims.
* Effectively coordinate all cases/claims to include general administration, comprehensive case management and program compliance with related employment laws.
* Prepare and assist with the distribution of benefit plan materials including but not limited to: benefit summaries, documents, and policies.
* Organize and maintain participant records, files, and forms and ensure benefits changes are entered in necessary systems.
* Assist with processing enrollments, beneficiary updates, claims, and other requests as needed.
* Provide guidance to managers on employee issues related to benefits and leaves.
* Provide accurate benefits’ reporting to internal customers and vendors.
* Assist with plan audits as necessary.
* Other duties as assigned.

**Skills Needed:**

* General knowledge of employee benefit plans and the administration of plans.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Excellent customer service skills.
* Attention to detail, strong organizational skills, prioritization skills.
* Ability to work with discretion and maintain confidential information is required.
* Ability to work both collaboratively and independently.
* Excellent verbal and written communication.
* Experience with Microsoft Office Suite.

**Education Required:**

* Bachelor’s degree in human resources or related field.
* 3-5 years of experience in benefits administration or related field required.

**Other:**

* Able to work additional hours as needed.
* Able to travel as required.
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.