

## **BENEFITS SPECIALIST**

### **GENERAL STATEMENT:**

Provide assistance in enrollment and maintenance of benefit plans to active and retired employees.

### **REPORTS TO:**

Director of Human Resources

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associates degree or 10 years working experience in state benefits programs.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years experience in the secretarial field; Experience in human resources preferred.

#### **OTHER:**

Working knowledge of Microsoft Office Suite, Adobe. Professional office skills including but not limited to: organizational skills, communication skills, time-management skills and people skills. The ability to multi-task in a fast-paced environment and the ability to operate all office equipment.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as back-up for human resources secretary.
- Establish and maintain filing system for departmental records.
- Notify applicants of current job vacancies, application process and benefits.
- Responsible for the maintenance, reporting and completion of hiring process including the HR website.
- Responsible for maintenance of applicant logs according to policy.
- Prepare purchase orders and submit invoices to be paid.
- Request and distribute keys for Athens Campus employees.
- Order name badges for employees.
- Responsible for the completion of required documents and insurance correspondence for all new and current employees.
- Responsible for the data collection and maintenance of college, insurance and retirement databases.
- Responsible for the pre-employment screening processes.
- Attend yearly training to maintain up-to-date knowledge regarding benefit programs.
- Adhere to all TVCC policies and procedures.
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 04/12/10*

*Revised:*

JD447