



HOWARD COUNTY GOVERNMENT
Job Posting

Personnel Office

LOCATION: Personnel Office
POSITION POSTED: Benefits Representative
DATE POSTED: September 15, 2015
DEADLINE TO APPLY: September 21, 2015

Duties:

- ❑ Assist the Personnel Administrator, Howard County Board of Commissioners, the Howard County Council, and Howard County Officeholders in the interpretation and administration of employment, salary, and employee benefit programs.
- ❑ Process all new hires, retirees and terminations. Serve as liaison between the County and insurance vendors regarding employee benefit eligibility determination issues and claim processing resolution.
- ❑ Assist in recruitment, payroll computation, yearly open enrollment process, and maintain computer employee database, Anthem, Life Insurance and COBRA databases.
- ❑ Administration of employee benefits plans and programs. Process Family Medical Leave requests.

Experience/Qualifications:

Must be very knowledgeable and experienced in personnel and benefit related areas, such as FMLA, COBRA, Worker's Comp and OSHA. Must be skilled in Word, Excel, Publisher and be detail oriented with the ability to handle responsibilities and tasks simultaneously and efficiently with little or no supervision.

Education:

Associates Degree with two to three years related experience in Human Resources or benefit administration required; or equivalent combination of education and experience.

To apply for the position, please send resume and application to:

Howard County Personnel Office
Attn: Wanda McKillip
220 N. Main, Room 220
Kokomo, IN 46901

AN EQUAL OPPORTUNITY EMPLOYER