

Lawley

INSURANCE | EMPLOYEE BENEFITS

Benefits/HR Administrator

These are the *fundamental* components of the job:

- Serve as an internal point of contact for Lawley associates regarding any employee benefits needs
- Assist Lawley associates with benefit questions, process qualifying life events, and conduct new hire benefit meetings
- With direction from the Senior HR Manager, assist in the leave administration process from notification to return, including but not limited to: communicating with employees regarding their needs for leave, determining leave eligibility, maintaining required paperwork, tracking leave time / PTO, coordinating with leave vendors, and requesting medical certifications as needed
- Maintain timely communication with employees, their managers, insurance carriers, and payroll throughout the leave administration process while upholding employee confidentiality
- Complete monthly / annual reporting and reconciliation as needed for carrier census', open enrollment, evidence of insurability, etc.
- Provide prompt feedback and white glove service to 600+ internal staff across 16 locations
- Serve as administrative support for the HR/People Strategy team as needed

Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Minimum of 2 years of administrative HR experience in a similar or related position
- Relevant knowledge of Employee Benefit products/leave administration, documents and usages preferred
- Computers skills are a must; proficiency in word and excel required
- A proven ability to exercise a high degree of confidentiality, discretion and diplomacy
- A passion to make customers and coworkers feel important and valued
- Ability to work well independently and on a team
- Positive attitude, even in a fast-paced environment
- Capability to work quickly and efficiently; methodical, yet swift decision-making skills
- Precise verbal and written communication skills

'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (nearly 70 years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$43,642.50 to \$72,737.50.

'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'