

Employment Opportunity

HR Benefits Coordinator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a HR Benefits Coordinator. This position is located at Thiele Headquarters in Sandersville, GA.

MAJOR DUTIES:

- Administer and provide customer service for all HR Benefits working with participants and carriers to resolve issues.
- Serve as primary contact for Medical, Dental, Vision, FSA, HSA, Critical Assistance, Accident Advance, FMLA, STD, LTD, EAP, COBRA, the Exchange, and Life Status Changes.
- Work with Sr. Manager of HR and legal counsel, as appropriate, to ensure compliance.
- Coordinate sick leave (FMLA, Short-Term Disability, and Long-Term Disability)
- Ensure Return to Work Policy is administered correctly.
- Coordinate with Workers Compensation as applicable.
- Update carrier websites with changes needed according to Open Enrollments, new hires, life status changes, etc.
- Coordinate Cost of Coverage activity.
- Administer Benefits Onboarding at newly hired employee's second month of employment.
- Participate in renewal meetings, strategy meetings, etc.
- Administer Open Enrollment annually for active and applicable inactive employees.

SKILL REQUIREMENTS AND QUALIFICATIONS:

- College degree required; experience will be considered.
- Proficient written and oral communication skills.
- Efficient time management, administrative, and organizational skills.
- Proven ability to be professional in all situations; multitask and meet deadlines; understand and follow directions and policies; and work through problems and bring resolution.
- Ability and integrity to handle highly confidential information.
- Strong ability and willingness to work both independently and as a productive team member.
- Proficient in Microsoft Suite and Carrier websites. Ability to utilize PDS Vista (HRMS) and Crystal Reporting.
- Knowledge in HR, Benefits, Medicare, Medicaid, and Employment and Labor Law.
- Experience in the Medical or Pharmacy field is preferred.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to careers@thielekaolin.com. **Please note "HR Benefits Coordinator" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

