

NOW HIRING

Benefits Specialist

Minn-Dak Farmers Cooperative is seeking a full time Benefits Specialist. This position supports the company in the coordination and handling of all benefits. It ensures compliance with company policies and procedures and state and federal agencies that regulate on these matters. This position meets the demand of a timely and accurate process and projects year-round. This position reports directly to the Human Resources Manager.

Essential Job Duties

Coordination and handling of all aspects and activities of the organization benefits to include but not limited to:

- Health, Dental, Vision
- HSA, FSA, EAP; COBRA; FMLA
- 401K, Pension, LTD, Life & AD&D
- Understanding payroll principles
- Reporting, analysis, audits, and reconciliation of the benefits outlined
- Meet due dates and compliance deadlines
- Maintain vendor relationships

Qualifications

- 3-5 years of health and wellness benefits experience
- Associates degree and/or PHR designation preferred
- Previous experience administering 401(k) and Pension plan preferred
- Excellent communication skills written and oral
- Excellent organizational skills with the ability to prioritize well, complete projects and meet business deadlines
- Exceptional attention to details
- Advanced knowledge of Microsoft Office including advanced Excel experience
- Experience with Kronos HRIS system a plus
- Minimal travel to represent the company at different venues, when required
- Exercise good and sound judgment and discretion in organization matters
- Problem solver and team player
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Comprehensive benefit package including: health, dental, and vision insurance; 401(k) plan; PTO; paid holidays; discretionary annual bonus.

Application Process

All interested and qualified individuals are encouraged to provide a resume, cover letter, and transcripts. Please email to recruiting@mdf.coop or mail to:



MINN-DAK FARMERS COOPERATIVE
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Equal Opportunity Employer

