

NOW HIRING

Human Resources Specialist - Benefits

Minn-Dak Farmers Cooperative is seeking full time, Human Resources Specialist - Benefits, this position ensures compliance with company policies and procedures and state and federal agencies that regulate these matters. This position meets the demand of a timely and accurate process and projects year-round.

Essential Job Duties

- Coordination and handling of all aspects and activities of the organization benefits to include but not limited to:
 - ▶ Health, Dental, Vision, FSA, and EAP
 - ▶ 401K, Pension, LTD, Life & AD&D
 - ▶ FMLA, STD, and Leaves of Absence
 - ▶ Understanding and filing of ACA
 - ▶ Understanding of accruals and KRONOS payroll
 - ▶ Reporting and analysis of the benefits outlined
 - ▶ Meet due dates and compliance deadlines
 - ▶ Maintain vendor relationships
- Lead the Wellness Committee
- Other duties as required by the business.
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Ten (10) years of health & wellness benefits experience.
- Associate degree and/or PHR designation 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 detail.
- Advanced knowledge of Microsoft Office including advanced Excel experience.
- Experience with KRONOS Payroll system.
- Minimal travel to represent the company to different venues, when required.
- Exercise good and sound judgment and discretion in organizational matters.
- Analytical person and team player.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

AND MORE!

More Information listed on company website: mdf.coop/careers

Application Process

All interested and qualified individuals are encouraged to provide a resume. Please email to jobs@mdf.coop or mail to:

MINN-DAK FARMERS COOPERATIVE
Attn: Zane • 7525 Red River Road • Wahpeton, ND 58075
701-671-7777

Equal Opportunity Employer

