



JOB DESCRIPTION

Human Resources Specialist - Benefits

Summary

This position supports Minn-Dak Farmers Cooperative in the coordination and handling of all benefits. It 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.

Principal Working Relationships

- Supervisor: Manager of Human Resources

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

Competencies and skill set required to do the job well

- Expertise in the focused area
- Detailed oriented
- Communication
- Customer service skills
- Teamwork
- Problem solving
- Organization
- Initiative
- Proficiency with systems

Acknowledgement

I have reviewed this job description and am able to perform all the duties required.

Print Name

Signature

Date