

## **Benefits Specialist**

The Christian Broadcasting Network (CBN), a Christian ministry and humanitarian organization, is seeking an experienced Benefits Specialist to join our fast-paced Human Resources team. This professional will provide excellent customer service regarding a wide-range of benefits support to include new employee enrollment, open enrollment, benefits interpretation, regulatory monitoring and reporting, and special HR projects.

CBN is home to over 1000 employees who contribute their skills and talents in a wide-variety of industry-specific roles and we are searching for a dedicated candidate who is qualified and motivated to make an immediate contribution.

### **The successful candidate will possess the following qualifications:**

- 3-5 years of experience providing full suite of benefits support within a corporate environment
- Strong exposure and knowledge of employee benefits laws, practices and procedures
- Familiarity with ACA standards and compliance
- Experience running and reviewing reports used for analytical and statistical feedback
- Strong experience with HRIS systems and creating ad hoc reports
- Strong experience in handling and communicating information pertaining to Health/Life/Disability insurances, COBRA, FMLA, Retirement, and Flexible Spending accounts
- Proficient in MS Office and database systems with ability to quickly learn new software
- Excellent oral, written and presentation skills
- Critical thinker with excellent analytical and problem-solving skills
- Strong customer service and interpersonal skills with ability to establish rapport with all levels of staff, management, and outside public
- Self-motivated with strong project and time management skills
- Systems-minded with excellent organizational skills and keen attention to detail
- Collaborative and flexible with ability to adapt to change, prioritize, work well under pressure, and consistently meet deadlines
- Discreet with ability to handle highly confidential and sensitive information
- Previous experience with UltiPro a plus
- Bachelor's degree or the equivalent desirable

Located in Virginia Beach, VA, CBN offers a professional and rewarding work environment, competitive salary and excellent benefits package. If you meet the listed qualifications, and are in agreement with CBN's mission and purpose, please submit an application online by visiting [www.cbn.com](http://www.cbn.com). We are unable to give full consideration to resumes without applications.