



Job Number: 201802-012TJ

Job Title: Benefits Specialist

To Apply: Send resume to jobs@valkyrie.com. Job number 201802-012TJ must appear in the subject line of email to be considered.

Position: Benefits Specialist

Location: Virginia Beach, VA

Job Description:

As a Benefits Specialist you will be part of a team responsible for day-to-day administration of all benefit programs to include health and welfare, COBRA, FMLA, 401k and worker's compensation. This position is responsible for disability and leave administration, COBRA and monthly benefit reconciliations.

- Responsible for complex monthly benefit vendor reconciliations. Uphold exceptional data quality and integrity standards by establishing and maintaining processing controls.
- Resolves administrative problems with the carrier representatives and ADP regarding benefit setup and maintenance.
- Work closely with payroll on projects and day to day activities that coordinate between benefits and payroll.
- Implements new and approved benefit plans and changes by preparing announcement material, booklets and other media for communicating new plans to employees. Conducts employee meetings and arranges for enrollment of employees into plans.
- Conduct employee benefit orientations and ensure employee understanding of benefit programs by regularly generating communication and counseling employees/dependents as situations arise.
- Complete worker's compensation and longshore paperwork for vendor processing. Partner with Safety Manager and Supervisors to manage return to work and restrictions for employees on worker's compensation.
- Support Sr. Payroll Specialist in reviewing timesheets, leave accruals and deductions for payroll processing.
- Maintain regulatory compliance with ACA (1095 filings, benefit eligibility, etc.) and ERISA.

Job Qualifications:

- Bachelor's Degree in Business Administration or a related field.
- Five (5) years' progressive experience in managing benefit programs.
- General knowledge of federal and state regulations pertaining to programs such COBRA, FMLA, ERISA, ADA, HIPAA and state leave programs.
- Experience with Deltek Cost Point and ADP Workforce Now v12 or later required.
- Experience with a government contractor and Service Contract Act (SCA) compliance is desired.
- Advanced Microsoft Excel and PowerPoint skills.
- Highest standards of accuracy and precision, highly organized.
- Excellent verbal and written communication skills.

Valkyrie Enterprises, LLC is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status or any other status protected by law.