



## Job Description

**Job Title:** Human Resources Manager  
**Department:** Administration  
**Reports To:** Human Resources Vice President  
**FLSA Status:** Exempt  
**Location:** Orlando

### **BASIC PURPOSE:**

Administer employee benefit programs such as retirement plans; group health, dental, life, LTD and AD&D. Comply with state and federal laws, rules and regulations pertaining to these programs.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Direct and plan the day-to-day operations of all group benefit programs
- Compile data and ensure accuracy in keying all information in payroll for benefits necessary to process and meet schedules
- Assist in research of new benefit programs, improve existing programs and provide analytical and technical support in the delivery of the benefit programs. Assist in compiling benefit surveys and review information obtained from the results
- Maintain employee benefit files and updates of employee payroll records with all benefit deductions
- Coordinate and process enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, loans, hardships and compliance testing
- Reconcile all monthly carriers' invoices and schedule on-line payment or submit to accounting for payment via check
- Establish and maintain a positive working relationship with employees, agents, carriers and vendors
- Research and resolve benefit information/system problems
- Conduct annual open enrollment period. Arrange for distribution of materials from carriers, assist with communicating changes to employees and arrange for on-site representation by providers. Process changes within deadlines to ensure compliance

- Strive to ensure employee understanding of benefit programs by, regularly generating communication and counseling employees/dependents as situations arise. Resolve employee complaints related to benefit plans. Refer difficult or complex issues to HR Vice President as needed. Act as liaison with insurance carriers
- Monitor the effectiveness of existing benefit plans, policies, guidelines and procedures recommending plan revision as well as new plans which are cost effective and consistent with benefit plans and organizational objectives
- Provide guidance on benefit decisions, policy and guideline interpretation including the solutions to specific benefit-related issues
- Develop techniques for compiling, preparing and presenting benefit plan data to ensure equity within the organization
- Maintain compliance with federal, state and local laws and regulations in order to ensure compliance
- Assist Human Resources Vice President as needed

**SUPERVISION:** None

**ACCOUNTABILITY: Impact and Scope:**

This position is accountable for the company's benefit plans ensuring compliance with all federal, state and local regulations

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's Degree or equivalent in Business, Human Resources or required field
- Three (3) to Five (5) years progressively responsible experience in Human Resources
- Working knowledge of Microsoft Office software applications
- Ability to effectively communicate verbally and in writing
- Excellent organizational and time management skills
- Attention to detail and demonstrates accuracy and thoroughness; monitors own work to ensure quality
- Ability to maintain confidential information

**PREFERRED QUALIFICATIONS:**

- Ability to collect, evaluate and analyze data relating to Human Resources functions and benefit programs
- Experience as direct support to Senior Management
- Professional in Human Resources (PHR) certification

Send resume with salary history to: [hrdirector@eflorida.com](mailto:hrdirector@eflorida.com)

*EFI is subject to the Public Records Law and the Sunshine Law, and that the applicant's submissions would therefore potentially be subject to public disclosure*