

Benefits Administrator

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Epson Portland Inc., is looking for an experienced Benefits Administrator to join our Human Resources Department. We're looking for an independently minded individual who works under limited supervision to administer and communicate companywide benefit programs. This role is responsible for the day-to-day operations of group benefit programs, which includes providing technical expertise to all levels of personnel and working closely with our benefit providers. The Benefits Administrator will oversee plan options, policy features, and enrollment.

Shift: Monday through Friday, generally 8:00am to 5:00pm

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with HR Management to analyze benefit programs, develop and recommend new programs or revisions to existing programs which best meet employee needs and company cost objectives
- Assist employees with benefit related questions by identifying and resolving questions through policy interpretation, research, and acting as a liaison with providers
- Manage employee leaves of absence to include OFLA/FMLA, deferred compensation contributions, COBRA benefits
- Audit and maintain benefit records including 401(k), loan files, etc.
- Monitor company's worker compensation program ensuring accurate reporting and administration of claims
- Plan and coordinate open enrollment and ensure accurate and timely communication of benefit program components to employees including claims management procedures and processes new and changing benefit enrollments
- Develop, prepare and distribute annual total compensation statements
- Complete benefit surveys and review information obtained from the results. Present recommendations for review by management.
- Develop and coordinate employee wellness programs, educational benefits, reward and recognition programs, etc.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Ensure confidentiality, discretion and professionalism

Education and Experience:

- High school diploma, GED, or equivalent education and experience is required; Bachelor's degree is preferred

- Five or more years' experience administering comprehensive benefit programs
- Proficient PC skills are required including HRIS. Experience with Ceridian preferred.
- CEBS, PHR/SPHR, SHRM-CP/SHRM-SCP or other professional designation preferred
- Strong communication skills, both verbal and written, to communicate with all levels of personnel in a diverse workforce; ability to work cross-departmentally and with outside vendors
- Manage multiple projects and tasks concurrently. Ability to prioritize workload to consistently meet deadlines.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, ACA, HIPAA, COBRA, FMLA, ADA, Section 125, workers' compensation and DOL requirements
- Manufacturing industry experience a plus

At Epson Portland Inc., your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including:

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k) retirement plan with company matching
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

To be considered for this position, please send a cover letter with salary requirements and a resume in Word or PDF format. Reference Requisition #8762 in the subject line.

Pre-employment drug screening is required.
Epson Portland Inc. is an Equal Opportunity Employer.