

The Human Resources/Benefits Coordinator will perform administrative tasks and services to facilitate human resource processes at all business locations. This role is responsible for administering employee benefits to include health/welfare and 401k plans, assisting employees with benefits enrollment and questions, verifying and processing benefits insurance billing, maintaining employee database and files, and ensuring compliance with required benefit notices. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations.

Duties/Responsibilities:

- Administers health/welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Reconciles benefits statements.
- Administers 401k plan, including enrollments, changes, and terminations. Processes required documents through payroll and 401k provider to ensure accurate record-keeping and proper deductions. Other duties may include compiling annual census data, assisting with 401k audit, and filing Form 5500.
- Processes NYS disability and Paid Family Leave claims.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level manager.
- Policy formulation and implementation.
- Ensures accurate and up-to-date human resource files, records, and documentation. Maintains the integrity and confidentiality of human resource files and records.
- Assists with recruitment and interview process and tracks status of candidates.
- Schedules meetings and interviews upon request.
- Conducts onboarding and new hire orientation.
- Assists with processing of terminations.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Extensive knowledge of employee benefits and applicable laws.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associate's degree in human resources or related field and/or equivalent experience.
- At least two years related experience required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The L.C. Whitford Co., Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The L.C. Whitford Co., Inc. is a drug-free workplace.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Accommodations for Applicants with Disabilities:

The L.C. Whitford Co., Inc. provides reasonable accommodations and/or assistance to applicants with disabilities and disabled veterans (including but not limited to other protected veterans and individuals with known physical and mental limitations). If you need a reasonable accommodation/assistance for any part of the application and/or hiring process, please contact The L.C. Whitford Co., Inc.'s HR Department at 585-593-3601 extension 117.