



Benefits Administrator

Posted by: Trans

Posting date: 02-Apr-2023 **Closing date:** 06-Aug-2023

Education: High school diploma

Language: English (Preferred)

Job location:

Salary: \$24.56

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ6247371

Expired

Job description:

Responsibilities

Enrols new wage and salary employees on benefit plans.

Ensures continuing correct enrolment of all union and non-union employees/ retirees in benefit plans.

Performs a variety of clerical duties relating to administration of the short-term disability plan

for Union members.

Performs a variety of clerical duties relating to administration of the income continuance/long term disability plans for Union members and Exempt employees.

Monitors and ensures the benefits data integrity.

Administers WCB/LTD pension deeming for eligible Union and Exempt employees.

Responds to requests from lawyers, WCB and other insurers for employee information such as details of employee loss of earnings due to illness or injury.

Completes certificates of earnings as requested by the employee for personal insurance coverage. Responds to Freedom of Information requests by reviewing and copying employee personnel files to the concerned party according to established procedures.

Issues transit passes to eligible employees, retirees and other persons as instructed.

Enters transit pass information into the system to ensure employee's records reflect the correct benefit coverage.

Assists in researching issues with faulty transit pass cards and follows up with the support team and the employee as required.

Qualifications

Requires High School graduation including courses in human resources administration, word processing, database and spreadsheet software. Requires 18 months previous experience as an employee benefits clerk, disability or extended health benefits claims clerk, or similar job, involving dealing with clients in a service and problem-solving capacity. A further period of up to six (6) months in the position is required to acquire knowledge of various employee benefit plans and related procedures, and to become familiar with common problems and solutions.

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

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