

**TOWN OF WEST WARWICK**  
**PART TIME HUMAN RESOURCE BENEFITS COORDINATOR**

The Town of West Warwick is accepting applications for a part time Benefits Coordinator in the Human Resources Department in Town Hall. Must have 2 years HR/Benefits experience. Job description and application available at [www.westwarwickri.org](http://www.westwarwickri.org). This position is non-union, Monday through Friday, 20 hours per week (flexible), \$20 per hour. Applications are also available at the West Warwick Town Hall, Human Resources, 2<sup>nd</sup> Floor, 1170 Main Street, West Warwick, RI 02893. Application must be received on or before 4:30PM Friday January 20, 2017.

AA/EOE/M/F/D/V

# TOWN OF WEST WARWICK

## **TITLE: BENEFITS COORDINATOR**

### **OBJECTIVE:**

Under the supervision of the Director of Human Resources the Benefits Coordinator will administer a variety of benefits to all employees of the Town through orientation, enrollment and termination of employment.

### **ESSENTIAL FUNCTIONS:**

Prepare and place job postings and ads, schedule interviews, prepare letters to applicants.

Benefit Orientation for new hires.

Enroll employee in benefits, make changes through Blue Cross and Delta Dental.

Ensures enrollment records are complete and accurate. Prepare and submit monthly bills for above group insurances. Process all new employees W4 and I9 forms and Rhode Island Directory of New Hires Reporting Form.

Reconciliation of Blue Cross invoices.

Report all Worker Compensation cases and IOD for Police and Fire personnel.

Prepare weekly payroll for Human Resource Director and Benefits Coordinator.

Responsible for administering COBRA, reconciliation of payments and maintaining records.

Answer employee questions regarding benefits.

Prepares any surveys; i.e. EEO, IRS, Bureau of Statistics.

Performs other related duties as required and assigned.

### **SUPERVISION:**

Works under the direction of the Director of Human Resources.

### **REQUIRED KNOWLEDGE AND SKILLS:**

Considerable knowledge of employee benefits and Town policies and procedures.

### **REQUIRED QUALIFICATIONS:**

High School Diploma must have 2 years experience working in Human Resources. Preferred experience in municipal environment.