



TRIBAL PERSONNEL DEPARTMENT

MENTORSHIP

JOB TITLE: **Employee Benefits Representative**
SUPERVISOR: **Employee Benefits Coordinator**
LOCATION: **Tribal Offices**
POST DATE: **October 31, 2016**
CLOSING DATE: **November 14, 2016**

General Description: The primary responsibility of this position is to function as a point of contact for employees seeking information and/or assistance relating to their eligibility for benefits. Responsibilities also include processing and filing any additional benefit forms and related information. Successful candidate must possess excellent communication and data entry skills.

Qualifications. An Associate degree preferred. Two years of employee benefit related experience is preferred. High School Diploma or equivalent is required. Must have the ability to interpret and understand benefit policies. **Must be an enrolled Lac du Flambeau Tribal member.**

Salary: \$12.50-15.50 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Employee Benefits Representative

B. DEPARTMENT: Employee Benefits Department

C. SUPERVISOR'S TITLE: Employee Health Benefits Coordinator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to function as a point of contact for employees seeking information and/or assistance relating to their eligibility for benefits. Specific responsibilities include but not limited to:

1. Data entry into the various computer systems used to maintain employee benefit information.
2. Filing of loose correspondence.
3. Processing new employee packets, employee files and maintaining the current files.
4. Ordering duplicate health insurance cards for employees as needed.
5. Typing necessary notification letters to employees.
6. The enrollment and termination of all employees in accordance with the adopted plan documents.
7. Receive and process health insurance cards for all employees.
8. Serve as a point of contact for all employees regarding the employee health benefits. Provide information and distribute Policy Manuals as necessary.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent sensitive contact with employees and staff of all levels.
2. **External:** Contact with various outside clients

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Direct supervision from the Employee Health Benefits Coordinator.

H. EDUCATION: Associates Degree is preferred. A High School Diploma or equivalent is required.

I. EXPERIENCE: Knowledge of Employee Health Insurance programs and prior customer service. Experience in clerical and or secretarial duties is required.

J. SKILLS: The Benefits Representative must have the ability to interpret and understand Benefit insurance policies, be reliable, able to maintain confidentiality and possess good written, oral and organizational skills.

K. WORKING ENVIRONMENT:

