

# ACCEPTING RESUMES FOR:

## Benefits Coordinator

### Overview of Duties

- Responsible for the administration of various employee benefits programs, such as group health, dental and vision, accident and disability, life insurance, and 401(k), etc.
- Responsible for the administration of the Family Medical Leave and Leave of Absence programs.
- Assist with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability and 401(k) plan, etc.
- Assist employees with benefits enrollment and questions; maintain employee database and files.
- Effectively interpret FMLA and ADA implications as they relate to leave of absences/disabilities.
- Assist employees regarding benefit claim issues and plan changes.
- Ensure the accuracy of all benefits enrollments in the benefits administration database to provide carriers with accurate eligibility information.
- Perform quality checks on benefits-related data.
- Assist with enrollment with carriers and process life status changes.
- Respond to benefits inquiries from management and employees or plan provisions, benefits enrollments, status changes and other general inquiries.
- Respond to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts.
- Assist with open enrollment process.
- Assist in maintaining employee benefits filing systems and ensure benefit changes are entered accurately in the benefits administration database for payroll deduction.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends and holidays.

### Qualifications

- HS diploma or GED equivalent with five or more years' experience in leave and benefits administration. An equivalent combination of education and experience may be considered.
- Bi-lingual English/Spanish plus.
- Intermediate to advanced level Microsoft Word, Excel and Outlook required.
- Ability to read and interpret documents such as general business periodicals, professional documents, insurance plans and governmental regulations required.
- Ability to effectively present information and respond to questions from senior management, employees, applicants and the public.
- Ability to work in a fast-paced environment and multi-task.

*Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. Qualified applicants can submit their resume in confidence to:*

Eastern Shipbuilding Group, Inc.  
Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Avenue, Panama City, FL 32401  
[hr@easternshipbuilding.com](mailto:hr@easternshipbuilding.com)

*Eastern Shipbuilding Group Inc. is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.*



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