



Now Hiring

Human Resources Specialist - Benefits

Summary

This position supports Minn-Dak Farmers Cooperative in the coordination and handling of various benefits. It ensures compliance with company policies and procedures. This position meets the demand of a timely and accurate processing, maintaining, and regulating Minn-Dak Farmers Benefits year-round.

Principal Working Relationships

- Supervisor: Human Resources Manager

Essential Job Duties

- Coordination and handling of all aspects and activities of these organization benefits to include but not limited to:
 - ▶ Health, Dental, Vision, FSA, HSA, Dependent Care, COBRA
 - ▶ STD, LTD, LOA's, FMLA, Life & AD&D
 - ▶ Maintain employee confidentiality
 - ▶ Coordinate and execute annual open enrollment
 - ▶ Reporting, analysis, and reconciliation of the benefits outlined
 - ▶ Meet due dates and compliance deadlines
 - ▶ Maintain employee and vendor relationships
- Co-Chairperson of the Wellness Committee
- Other duties as required by the business
- Able to learn and work independently and problem solve
- Understand the process of payroll, reconciliation, taxes, rules, and regulations
- Process and compare Excel spreadsheets. Retrieve data from various locations to create report(s)
- Adhere to all company policies.

Qualifications

- 3-5 years of health & wellness benefits experience
- Associates degree and/or PHR designation preferred
- Excellent communication skills written and oral
- Excellent organizational skills with the ability to prioritize well, complete projects and meet business deadlines
- Exceptional attention to details
- Advanced knowledge of Microsoft Office including advanced Excel experience
- Experience with KRONOS system(s) preferred
- Exercise good and sound judgment and discretion in organization matters
- Problem solver and team player
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Expertise in the focused area of benefits and payroll
- Detail - oriented
- Communication
- Customer service skills
- Teamwork
- Problem solving
- Organization
- Initiative
- Proficiency with systems

Minn-Dak Farmers Cooperative

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