

NOW HIRING

Benefits Specialist

Minn-Dak Farmers Cooperative is seeking a full time Benefits Specialist who is responsible for the coordination and handling of all benefits. This position ensures compliance with company policies and procedures and state and federal agencies that regulate on these matters. This position meets the demand of a timely and accurate process and projects year round. This position reports directly to the Human Resources Manager.

Essential Job Duties

- Coordination and handling of all aspects and activities of the organization benefits to include but not limited to:
 - Health, Dental, Vision
 - HSA, FSA, EAP; COBRA; FMLA
 - 401K, Pension, LTD, Life & AD&D;
 - Understanding of accruals and payroll
 - Reporting, analysis, audits, and reconciliation of the benefits outlined
 - Meet due dates and compliance deadlines
 - Maintain vendor relationships
- Performs other duties as needed by the organization.

Qualifications

- 3-5 years of health & wellness benefits experience.
- Associates degree and/or PHR designation preferred.
- Previous experience administering 401(k) and Pension plan 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 HRIS system a plus.
- Minimal travel to represent the company at different venues, when required.
- Exercise good and sound judgment and discretion in organization matters.
- Problem solver and team player.
- Ability to communicate effectively with employees at all levels

Outstanding benefit package including health, vision, and dental insurance; 401(k); vacation; discretionary annual bonus. Salary based on experience.

Application Process

All interested and qualified individuals are encouraged to provide a resume, cover letter and transcripts. Please email to recruiting@mdf.coop or mail to:



MINN-DAK FARMERS COOPERATIVE
Attn: HR • 7525 Red River Road • Wahpeton, ND 58075



For further information call 701-671-1317