

Benefits Specialist

Do you thrive in a fast-paced, highly collaborative team environment? Do you get excited when you are able to provide clients with excellent service and experiences? Tilson is seeking a Benefits Specialist to join our Benefits Department. The ideal candidate should exhibit the following traits: self-starter, driven, detail oriented and exceptionally talented.

What is a Benefits Specialist?

The Benefits Specialist is responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 401(k) plan; responsible for ongoing benefits administration and education, as well as, responsible for benefits compliance functions of Tilson by ensuring client and employee benefits are administered effectively, thoroughly, and timely.

Here's What You'll Be Doing:

- Serves as subject matter expert with regard to detail of benefit plans administered; including, but not limited to, health, dental, vision, life, and flexible spending, and supplemental plan offerings; as well as COBRA when applicable.
- Ensures the accuracy of all benefits enrollments through the integrated Tilson systems and provide vendors with accurate eligibility information.
- Assists clients, employees and their dependents with questions related to benefit plans offered including, but not limited to, claims issues, utilization concerns, plan changes, life status changes, benefit identification card requests, and appeals process.
- Performs quality checks of benefits-related data.
- Investigates and resolves employee benefit claims questions including, but not limited to, contacting plan providers, health care professionals, and other service providers.
- Coordinates ongoing communication to clients and employees for all client benefit plans administered.
- Coordinates Medicare Part D Communications.
- Oversees client-based plan information gathering and maintenance.
- Administers client-based plan summary plan descriptions.
- Completes participation audits for client plan based renewals.

Here's What We're Seeking:

- Bachelor's Degree required, preferably in business, human resources, or related area; and three years' relevant experience; or equivalent combination of education and experience.
- Demonstrated experience in delivering benefit education to plan participants.
- CEBS or comparable benefit certification required (can be achieved within one year of hire).
- Must have a valid U.S. driver's license and proof of insurance.

Interested in Joining our Team?

- Submit your application, a copy of your resume and responses to the questions below via Tilson's Ezhire website:
- Please include your responses to the questions in the same document as your resume, when completing the application.
 - Why are you looking for a new job?
 - When could you begin working?
 - What are your salary expectations?
 - What attracted you to apply for this position?
 - How are your skills a match for this job?