



Benefits and Safety Administrator

Under the guidance of the Human Resources Director the person in this position will be expected to flourish in a team-based environment and have a passion for benefits and safety compliance; working with a dynamic team of goal-oriented individuals where communication, compliance and contributions are greatly valued and rewarded. He/she carries out the mission of Kedren Health by managing employee benefit offerings and ensuring timely processing of benefit enrollments, 401(k), worker's compensation responses and leave of absences across the agency.

The Benefits Administrator manages and creates efficient internal processes and is considered the benefit/safety expert. He/she has the overall responsibility and management of our benefits responses and leave of absence tracking, worker's compensation responses and employee calls. Additionally, it is the Benefits and Safety Administrator's responsibility to coordinate the new employee benefits orientation, and lead the safety committee.

RESPONSIBILITIES:

- Administration of employee benefit programs, including health and welfare plans, 401(k) and worker's compensation claims.
- Benefits Reconciliation
- In depth knowledge of leave of absence administration.
- Ensures processes and administration of employee benefit and workers compensation transactions are handled properly, timely and within all regulatory obligations.
- Handle benefits related employee phone and email inquiries. Primary responder to benefits mailbox and benefit calls.
- Coordinates and conducts new employee orientation for safety training and benefits.
- Provide the leadership and direction to coordinate, develop, implement and enforce OSHA and Company policies & procedures at site.
- Organize and direct site safety committee in development , review and assessment of current safety programs and procedures
- Review data from safety inspections and accident reports identifying root cause and ensure implementation of corrective actions
- Maintain a standardized record keeping system for all accidents with review and follow-up
- Work cooperatively with federal, state and local agencies to insure company compliance with safety codes
- Assist in preparation, editing, and publication of safety education bulletins, guides, courses of study pamphlets, audio/visual and other materials
- Direct and oversee Monthly Safety Topic training
- Play key role in all Walk-thru inspections of facility
- Direct and oversee New Hire Safety orientation

- Additional duties may be assigned.

ABILITIES:

- Knowledge of commonly-used concepts, practices, and procedures adhering to safety and benefits administration.
- Encourage and build mutual trust, respect and cooperation among employees.
- Ability to multi- task
- Develop a safety oriented culture amongst employees
- Ability to comfortably interact both with management, production and warehouse employees
- Develop and conduct training programs