



Benefits Specialist – Office of Human Resources
Philadelphia, PA

Summary:

The Philadelphia College of Osteopathic Medicine (PCOM) seeks a Benefits Specialist to support our Office of Human Resources.

For more than a century, Philadelphia College of Osteopathic Medicine has trained highly competent, caring physicians, health practitioners and behavioral scientists who practice a “whole person” approach – treating people, not just symptoms. At the main campus in Philadelphia, PA and the branch campus in Suwanee, GA, PCOM students learn to approach problem solving in a more professional, more team-oriented manner, which prepares them to work successfully in integrated healthcare settings with other health professionals. Both campuses feature modern facilities and state-of-the-art technologies, all part of an innovative learning environment designed for collaboration and interaction.

Essential Duties and Responsibilities:

Duties and responsibilities include (but are not limited to) the following:

- Supports new employee onboarding process by processing new hire paperwork and ensuring the accuracy of all benefits enrollments into Benefitfocus.
- Maintain in-depth understanding of all benefits programs and educates employees on various benefits offerings upon eligibility.
- Assists with new-hire orientations.
- Performs quality checks of benefits-related data
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Ensures accuracy of Benefitfocus to provide vendors with accurate eligibility information.
- Processes life event status changes through the Benefitfocus system.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Assists with the open enrollment process.
- Administers the tuition reimbursement program.
- Assists with the coordination of various employee functions and programs such as Employee Recognition, Employee Appreciation Day, Holiday Luncheon, and Take our Children to Work Day.
- Provides necessary reports for allocation/billing charges.
- Perform related duties as assigned.

Education, Education, Certifications, Licenses, Registrations:

- Associate's degree in HR or related field, but experience and/or other training/certification may be substituted for the education.
- Two years' experience in HR and/or benefits administration.
- Bachelor's degree in human resources or related field of study.
- Demonstrated experience with MS Office products, particularly Excel
- Experience with Benefitfocus and/or Banner preferred

Please use the link below to apply:

[Career Opportunities \(https://www.pcom.edu/about/departments/human-resources/career-opportunities/\)](https://www.pcom.edu/about/departments/human-resources/career-opportunities/)

PCOM adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

