



February 9, 2016

Location: Houston, Texas

Benefits Specialist

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a full time Benefits Specialist responsible for all employee benefits administration including the Affordable Care Act (ACA) reporting and other federal/state regulatory compliance requirements.

POSITION RESPONSIBILITIES:

- Responsible for complete administration of all group insurance plans (medical, dental, vision, life, long term disability and voluntary life), health flexible spending and dependent care programs and COBRA.
- Responsible for all compliance requirements related to ERISA, the Affordable Care Act (ACA), COBRA and other benefits related federal/state laws and regulations. Must maintain an in-depth knowledge and understanding of compliance/reporting requirements related to employee benefits and keep up to date on current and/or new laws and reporting requirements.
- Responsible for hours tracking related to the Affordable Care Act.
- Responsible for administering all leave policies including FMLA, personal leave, military leave, short-term and long-term disability. Recommend policy changes as needed to maintain compliance with federal/state laws and regulations.
- Maintain current and accurate data in the Human Resources Information System and the insurance company databases related to benefits administration and reporting.
- Work closely and effectively with the Finance Department on benefits related matters such as payroll deductions, reporting requirements and premium payments.
- Provide assistance to employees with all benefit issues including claims, qualifying event changes, leaves of absence and other benefits related questions.
- Work closely with the insurance broker and the HR Manager to evaluate and select insurance carriers, negotiate contracts, and recommend necessary changes to the provisions of the plans. Ensure required insurance plan documents are accurate and up to date.
- Develop and present a new hire benefits orientation for all newly eligible employees.

- Research benefit options available in the marketplace to provide high quality and cost effective benefit plans. Analyze survey data to ensure benefit offerings are competitive in attracting and retaining top performers.
- Other duties and responsibilities as assigned.

POSITION QUALIFICATIONS:

- A Bachelor's degree in Business Administration or a related field.
- A minimum of 7 years related experience in benefits administration with a strong working knowledge of employee benefits plans including federal/state laws and regulations related to compliance/reporting. Must be very knowledgeable and experienced working with the ACA, ERISA, FMLA and COBRA regulations with extensive experience administering group insurance plans.
- Previous experience working as an HR Generalist preferred.
- Strong computer skills using Microsoft Office Products.
- A strong understanding and proficient use of HRIS database systems and the ability to learn multiple insurance carrier databases.
- Ability to communicate effectively with all levels of the organization. Must have the skills to present information clearly and professionally to individuals and well as large groups.
- Must exercise good judgement and maintain complete confidentiality related to all Human Resources confidential matters.
- Strong organizational skills with the ability to handle multiple tasks.
- Must maintain a professional behavior and appearance.
- Strong interpersonal skills with the ability to work well with others.
- Willingness to work flexible hours, including some evenings and weekends as needed.

Space Center Houston offers a competitive salary and benefits package.

TO APPLY: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150.