

Space Center Houston Human Resources Benefits Coordinator

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a full time Human Resources Benefits Coordinator responsible for assisting with all areas of benefits administration as well as other department initiatives. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

Benefits Administration:

- Under the direction of the Benefits Specialist, provide support with all areas of the organization's entire benefits platform, which may include enrollment and questions, insurance payments and monthly reconciliations, benefits data entry and database accuracy, retirement and benefit plan enrollment/onboarding, administration of worker's compensation and leave of absence matters, as well as on-going benefit and retirement plan administration.
- Respond to employee questions related to benefits and provide support as needed in resolving benefits related issues.
- Assist with leave of absence requests including disability leave, Family and Medical Leave and personal leave.
- Assist with annual open enrollment.
- Maintain accurate and relevant benefit records and files.
- Act as a liaison between employees and departments as needed.
- Assist with new hire orientation and onboarding process; conduct employee benefits orientation.
- Responsible for ensuring accurate entry of benefit related information for new enrollments, status changes, qualifying event changes, and terminations in the Dayforce HRIS and monitoring carrier feeds to ensure accurate updates.
- Track employee benefit eligibility and provide appropriate notifications.
- Work with insurance carriers and other platforms (investment, life, etc.) to ensure all current benefit materials are available and disseminated as needed.
- Reconciles and processes monthly premiums for insurance plans.
- Assists with developing and distributing benefit communications, including monitoring benefits website for necessary updates.

Worker's Compensation:

- Administers and files workers' compensation claims.
- Monitors claims and manages claim process with insurance carrier under guidance from Benefits Specialist.
- Act as liaison between employee, carrier and dept. supervisor while administering workers compensation claims.

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- Work with employee, department and insurance carrier to minimize employees' lost time and to coordinate return-to-work efforts.
- Files required OSHA reports.

Other:

- Functions as back-up to Benefits Specialist.
- Assists with other special tasks and projects as needed.
- Assist employees with Dayforce questions as needed.
- Assists with department coverage as needed.

POSITION QUALIFICATIONS

- A minimum of 3 years work experience in the field of employee benefits administration.
- An Associates or Bachelor's Degree in a related field with experience working in the field of Human Resources strongly preferred.
- Must have a strong working knowledge and understanding of employee benefits administration processes and services.
- Strong computer/technology proficiency and database utilization and management skills. Ceridian Dayforce experience preferred. Experience working with HR databases, involving data input, data maintenance and data retrieval.
- Strong organization skills; must be extremely detail-oriented. Attention to detail is critical for success in this role.
- Knowledge of general human resources practices and principles.
- Excellent communication, interpersonal and customer service skills to deal tactfully with employees, providers, and vendors. Must be service oriented with the desire and ability to provide a high level of service to employees in a professional and courteous manner.
- Must have good judgment and discretion in handling confidential information.
- Ability to build trust and act accordingly using discretion is essential to success in this role.
- Must be able to work effectively in a fast-paced office environment with frequent interruptions.
- Demonstrated time management skills to meet multiple deadlines.
- Excellent administrative skills (database entry and management, record keeping, etc).
- Strong interpersonal skills and the ability and flexibility to interact with employees at all levels of the organization with tact and diplomacy.
- Must be customer-focused, self motivated and able to handle multiple priorities.
- Share in the desire and have the ability and skills to grow with the HR Department as the organization grows.
- Available to work flexible hours and/or some evenings as needed.

Space Center Houston offers a competitive salary and benefits package.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

To apply: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at <http://www.spacecenter.org/careers>.

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