



MUCKLESHOOT INDIAN BINGO



JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Human Resources Benefits Specialist

HR UPDATE: 11/2020

GAMING LICENSE REQUIRED: Class IIA

GRADE: H13

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: HR Benefits Specialist

POSITION REPORTS TO: Human Resources Manager

JOB SUMMARY: The Human Resources Benefits Specialist is responsible for the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, voluntary benefits and 401(k) plan. Administers the FML leave, 30 day leave and Worker's Compensation claims. Performs benefit related data entry, reporting, and filing tasks as required. This job has no management authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Maintain utmost confidentiality regarding all information, both written and verbal.
3. Comply with the standard operating procedures of the department.
4. Create, facilitate, and maintain a positive work environment.
5. Smile and engage Guests and Employees with a positive professional demeanor.
6. Responsible for appropriate handling of employee's confidential material and information in accordance with HIPAA and MIB policies and procedures.
7. Performs all data entry of benefit related information into the HRIS System and other databases for Human Resources.
8. Reconciles all benefit-related billing. Ensuring all data is accurate and properly charged.
9. Initiates new hire benefits and changes of information by obtaining, verifying, and recording employee information and informing insurance carriers of new or changed information.
10. Processes benefit terminations and initiates COBRA.
11. Manages the Worker's Compensation Claims to ensure prompt appropriate return to work.
12. Assists with new-hire orientations.
13. Performs quality checks of benefits-related data.
14. Assists employees regarding benefits claim issues and plan changes.
15. Distributes all benefits enrollment materials and determines eligibility.
16. Enrolls employees with carriers and process life status changes.
17. Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
18. Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FML.
19. Effectively interprets FML and ADA implications as they relate to leaves of absences/disabilities.
20. Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts.
21. Organizes the annual benefits fair and drives the open enrollment process.
22. Assists with special projects and other job-related duties as assigned.

EXTENT OF JOB AUTHORITY:

NUMBER OF INITIAL DIRECT REPORTS:	0
NUMBER OF INITIAL INDIRECT REPORTS:	0
SCOPE OF MANAGEMENT AUTHORITY:	None
HIRING DECISIONS:	No
DISCIPLINARY ACTIONS:	No
TERMINATION DECISIONS:	No

OPEN DATE: 11/18/2020

CLOSE DATE: 11/24/2020



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EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required and preferred):

- High school diploma or GED equivalent required.
- Associates degree in Business with a concentration in Human Resources or related field, a CEBS Certification or equivalent Human Resources experience required.
- Extensive knowledge of employee benefits and applicable laws.
- Four years' experience in Human Resources and/or benefits administration, required.
- College courses preferred.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest services skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency, and attention to detail.
- Exhibit ability to work independently with occasional instruction or assistance.
- Knowledge of modern office practices and techniques.
- Must have specific knowledge of benefits, defined as; basic medical, life insurance, retirement plans, worker's compensation, HIPAA, FMLA, unemployment benefits and COBRA.
- Must be able to communicate effectively verbally and in writing.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Must be able to maintain working relationships with employees, officials, tribal members, and the public.
- Maintains confidential and sensitive information; must have strong computer skills and be proficient in Word, Excel, Outlook and ADP HRIS systems.
- Demonstrate ability to work with confidential information and correspondence.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 25 lbs. Ability to maneuver in all areas of bingo, ascent/descent from stairs, frequent standing, walking, sitting, reaching, stooping, kneeling or crouching, and/or prolonged periods of time focusing on tasks. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner. Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences. Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.
- Exposure to secondhand smoke, moderate to high noise level, bright lights, fluctuating temperatures, or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

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