

Dawson

BENEFITS COORDINATOR

Position Summary

The Benefits Coordinator position is a professional, individual contributor role that reports to the People Resources Manager. This position is responsible for the following areas including but not limited to the daily workflow and accurate data entry for all employee data, benefits and leave administration, employee relations, compliance, reporting, best practices, and enforcing company policies and practices.

Duties/Responsibilities

- **Compliance/Data Management: Compliance:** Collaborates with the People Resources Manager on the development, implementation, and support of Dawson's HR technology roadmap. **Data Management & Compliance:** Maintains all employee data accurately in the HRIS, knowledge of trends, best practices, regulatory changes, and new technologies in People Resources, benefit and leave administration; employment law; makes recommended changes as needed. Responsible to adhere to all Dawson policies/processes and federal, state, and local employment laws to ensure Dawson is compliant, fair, and consistent; and reporting to include but not be limited to best practices, policies, affirmative action plans, and the employee handbook. **HRIS:** Collaborates with the People Resources Manager on the development, implementation, and support of Dawson's HR technology roadmap. Is responsible for maintaining accurate and timely data to ensure the HRIS is always up to date and operational. Looks for ways to automate existing manual tasks and tracking to include respective quality check mechanisms are in place and followed. May provide employee and leadership support to include but not be limited to people initiatives and situations (i.e., coaching, counseling, career development, disciplinary actions, performance management). Conducts workplace investigations. Partners with the People Resources Manager on program vision/goals, and to initiate overall employee engagement as needed. Performs other duties as assigned.
- **Processes & Documentation:** Ensures all people related formal processes are followed and adhered to, which includes but is not limited to talent acquisition and talent management, designing ways to nurture and develop talent and help drive accountability throughout the employee lifecycle. **Policy:** responsible for providing proactive feedback on the employee handbooks, documents, and maintaining standard operating procedures (Best Practices) for the people organization, tailoring them to meet business specific needs and changes. Interviews, documents, and maintains best practices (how to do the job) for all departments in the company.
- **Benefit & Leave Administration and Total Rewards:** Coordinates the benefit and leave process, which may include all aspects of benefits, compensation, and leaves, as well as Benefits coordination may include working closely with the third party administrator and vendors, recommending changes to benefits offered, presenting and organizing benefit related events such as open enrollment and monthly learning, enrollments, terminations, tracking eligibility, reconciliation, invoice approval, and audits. Eventually becomes the Total Rewards SME, which includes benefits, leave administration, and compensation.

Education and/or Experience

- Bachelor's degree in People/Human Resources, Organizational Development, Organizational Leadership, Business Administration, or related field required.
- 3+ years of progressive People/Human Resources / People/Human Resources Operations roles, especially with benefits.
- Experience with federal and state compliance requirements and reporting. Thorough knowledge of and demonstrated skill with employment-related laws and regulations.
- Demonstrable ability to execute and deliver on short and long-term projects.
- Business insight and high EQ to successfully collaborate with executives and business partners at all levels.
- Demonstrated high-level organizational skills and attention to detail with the ability to be prioritize tasks and to delegate them when appropriate in a fast-paced organization.

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- Proficiency with HRIS and talent management systems. Prior experience leading HRIS implementations preferred.
- Certified payroll, prevailing wage
- Proficient with Microsoft Office Suite or related software, Vista preferred.

Salary and Benefits

- \$50,000 - \$57,500 annual
- Paid Time Off and paid Holidays
- Medical, dental, vision, life, long term disability, accident, and specific illness insurances
- Retirement 401k or Roth
- Annual bonus based on performance

We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.

Apply at www.dawson.com/careers or Contact careers@dawson.com if you have questions.

EEO Employer/Disabled/Vets and Drug Free Workplace