

Job Title: Administrative Assistant
Reports to: Regional Sales Manager
Location: Calcasieu Parish Lake Charles, LA (FFC)

Position Description

The Administrative Assistant will work within the Calcasieu Parish School Board but will be an employee of First Financial Group of America. As a key member of the benefits team the Administrative Assistant will be responsible for organization and oversight of all aspects of the benefits enrollment process for new hires throughout the year. Additionally, the position will organize and present information at annual enrollments. Working closely with our third party administrator, this position will ensure all school board employees and staff benefits are processed accurately. The position will travel about 20% of the time throughout Calcasieu Parish to conduct benefits training and enrollments. Additionally, the position will perform other administrative duties as assigned by Calcasieu Parish.

Duties include but are not limited to the following:

- *Organize and oversee all aspects of the benefits enrollment process for new hires throughout the year*
- Organize and present information at annual enrollment meetings
- Monitor the preparation, printing, and maintenance of supplies for insurance information such as plan documents, benefits bulletins, annual enrollment packets, etc.
- Assist with preparing all benefits specialty information and materials, including the benefits booklet
- Collaborate with the First Financial Group of America Departments to distribute electronic benefits notifications to all employees
- Travel 20% of the time to locations throughout Calcasieu Parish.
- Help to prepare bid specifications
- Assist with Affordable Care Act Reporting (ACA) reporting
- Assist with ACA tracking of substitutes/part-time employees
- Cross train in the duties that are performed by the Benefits Specialists
- Provide assistance in a variety of methods (through meetings, over the phone, via email and other forms of communication) to employees with any benefits-related questions
- Other duties as assigned by department administration

Qualifications:

- High School Diploma or GED
- Bilingual – English/Spanish preferred
- Knowledgeable and proficient in Microsoft Suite (Word, Excel, PowerPoint, Adobe, Publisher)
- Excellent telephone skills
- Two (2) years of public school and/or corporate administrative experience preferred
- Two (2) years of administrative and/or customer service experience.
- Must possess or be able to obtain (within 90 days) Group 1 Life & Health license

In accordance with the state law, FFGA will conduct and obtain a criminal history record on all applicants for employment. Criminal history record information is privileged information and for the use of the Calcasieu Parish School Board and the Central Education Agency.

Only persons with the required credentials and background will be considered.

The Calcasieu Parish School Board & FFGA do not discriminate on the basis of age, color, disability, national origin, race, or sex in the educational programs or activities which it operates and is an Equal Opportunity Employer.

This position is being recruited and hired by First Financial Group of America but will work at Calcasieu Parish in their administration building located at 3310 Broad Street, Lake Charles, LA 70615.