

Job Posting

Job Title: Benefits Assistant
Reports to: Regional Sales Manager
Location: Allen, TX (FFC)

Position Description

The Benefits Assistant will work within the Allen Independent School District but will be an employee of First Financial Group of America. The position will have reporting responsibilities to the FFGA Regional Sales Manager but the majority of the assignments/work will be directed and assigned by the Allen ISD Benefits Team. As a key member of the benefits team, the Benefits Assistant will be responsible for organization and oversight of all aspects of employee benefits administered by FFGA throughout the year. This includes maintaining the employee benefits platform (FFenroll), assisting new hires with enrollment, making eligible qualified event changes, and assisting with annual enrollments. Working closely with our third-party administrator, this position will ensure all school district employees and staff benefits are processed accurately. Additionally, the position will perform other administrative duties as assigned by Allen ISD.

Duties include but are not limited to the following:

- Maintaining FFCenroll, which includes updating the enrollment system with changes (new hires, terminations, etc.) timely throughout the year.
- Assist with benefits enrollment process for new hires as needed.
- Processes qualified event changes for employees.
- Answers benefits-related questions, through meetings, in-person, over the phone, via email and other forms of communication
- 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
- Cross train in the duties that are performed by the Benefits Specialists
- 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.
- Group 1 Life & Health license preferred

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 Allen Independent School District and the Central Education Agency.

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

The Allen Independent School District & 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 Allen ISD in their administration building located at 612 E. Bethany Drive, Allen, TX 75002.