



Job Posting

Job Title: Benefits Assistant
Reports to: Regional Sales Manager
Location: El Paso, TX – EPISD Service Center (FFC)

Position Description:

The Benefits Assistant will work within the El Paso ISD Service Center but will be an employee of First Financial Group of America. As a key member of the benefits team the Benefits Assistant will be responsible for supporting the Human Resources Department in all aspects of employee benefits. This position will ensure all employees' benefits are processed accurately. Additionally, the position will perform other administrative duties as assigned by EPISD - HR.

Duties include but are not limited to the following:

- Assist EPISD - HR with 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
- Assist with FMLA, Workers Compensation and Leave processing
- Americans with Disabilities Act (ADA) Knowledge
- Cross train in the duties that are performed by the Benefits team
- 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
- Access and maintain confidential information
- Other duties as assigned by department administration

Qualifications:

- High School Diploma or GED
- Bilingual – English/Spanish required
- Advanced knowledge in Microsoft Suite (Word, Excel, PowerPoint, Publisher), and Adobe
- Excellent telephone skills (Avaya Telephone)
- Experience in Benefits Administration preferred
- Two (2) years of administrative and/or customer service experience
- Strong written and verbal communication skills including the ability to present to large groups of employees

Work Conditions:

- Maintain emotional control under stress
- Moderate irregular hours
- Works with frequent interruptions
- Preparation of materials may involve the packing, moving and lifting of equipment and supplies
- Repetitive hand/wrist motions involving computer keyboard

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 El Paso Independent School District and the Central Education Agency.

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

El Paso ISD & 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 EPISD in their service center located at 1100 N. Stanton St., El Paso, TX 79902.