

Job Posting

Job Title: Benefits Assistant
Reports to: Regional Sales Manager
Location: El Paso, TX – SISD Administration Building (FFC)

Position Description:

The Benefits Assistant will work within the Socorro ISD District Service Center (DSC) 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 Department of Human Resources 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 SISD - HR.

Duties include but are not limited to the following:

- Assist SISD - HR with all aspects of the employee benefits enrollment process for new hires throughout the year.
- Organize and present information at annual enrollment, new hire orientation, and district onsite 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 Employee 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 employee benefits-related questions.
- Access and maintain confidential information.
- Other duties as assigned by department of human resources administration.
- Knowledge of administration of employee benefits programs and applicable laws.

Qualifications:

- High School Diploma or GED
- Bilingual – English/Spanish required.
- Advanced knowledge in Microsoft Suite (Word, Excel, PowerPoint, Publisher), and Adobe
- Excellent telephone skills
- Experience in Benefits Administration preferred.
- **Three (3)** years of administrative and/or customer service experience
- Strong written and verbal communication skills including the ability to present to large groups of employees.

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 Socorro Independent School District and the Central Education Agency.

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

Socorro 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 SISD in their administrative building located at 12440 Rojas Drive, El Paso, TX 79928.