

For 50 years **First Financial Group of America** has been protecting families by offering insurance and investment products through employers. We are a full service broker who has professional relationships with over 120 different insurance and investment companies. We are continually shopping the market for our clients in an effort to assure that our clients and their employees are offered the best voluntary benefits for the very best price available.

We offer our colleagues an excellent benefits package including medical, dental, vision prescription drug plan, **401k and a pension plan**, Paid Time Off, Paid Holidays, business casual dress attire, holiday bonus and all colleague bonus. The position typically works Monday through Friday during normal business hours.

Position Description

The Administrative Assistant will work within the Ysleta Independent School District 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 employees and staff benefits are processed accurately. Additionally, the position will perform other administrative duties as assigned by Ysleta ISD and occasionally FFGA.

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 Department to distribute electronic benefits notifications to all employees
- Help to prepare bid specifications
- Assist with Affordable 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
- Maintain a high level of confidentiality
- Attendance at the work site is required to meet the essential functions of the job
- Other duties as assigned by department administration

Qualifications:

- High School Diploma or GED

- Knowledgeable and proficient in Microsoft Suite (Word, Excel, PowerPoint, Adobe, Publisher)
- Excellent telephone skills
- Five (5) years of public school and/or corporate administrative experience preferred
- Must possess or be able to obtain (within 90 days) Group 1 Life & Health license
- Bilingual preferred

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 up to 25 lbs.
- Prolong sitting, standing, walking, bending and reaching
- 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 Ysleta Independent School District and the Central Education Agency.

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

The Ysleta Independent School District & FFGA does 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. For more than 100 years the Ysleta Independent School District has been providing quality educational opportunities for Students in the El Paso area.

This position is being recruited and hired by First Financial Group of America but will work for Ysleta ISD at their administration building located at 9600 Sims Drive, El Paso, TX 79925.