



## **The ARC of the Greater Hudson Valley\* Monticello, NY**

**Overview:** The ARC of Greater Hudson Valley is seeking an **Employee Benefits Coordinator- Human Resources.**

The Employee Benefits Coordinator is responsible for processing all LOA, FMLA, PFL, Disability and Workers Comp claims. Overseeing OSHA Recordkeeping. Overseeing new hire benefit enrollments, changes and terminations for all staff. Assisting with onboarding and advising new staff on benefit eligibility and process to enroll. Responding to employee questions regarding benefits, eligibility and rates, and working with insurance broker to resolve issues when needed. Must be able to travel between the Sullivan, Orange, and Dutchess Counties.

**Requirements:**

Prior experience working in Human Resources.

Microsoft Word/Excel experience required.

High School Diploma

**Shift and Salary:** This is a Full time position, 40 hours a week, \$18.14 Hour

**Apply:** by contacting Wendy Julkerski, by email at [wjulkerski@arcghvny.org](mailto:wjulkerski@arcghvny.org), by fax at 845-796-4381, by calling 845-796-1350 Ext. 11004, by mail or in person at ARC Greater Hudson Valley, 162 East Broadway, Monticello, NY 12701.