



***New Hope Community* Sullivan County, NY**

Overview: New Hope Community Inc is seeking Full-time **Benefits Specialist** in Sullivan County. The Benefits Specialist will be responsible for directing and planning the day-to-day operations of the agency's group benefits program (group medical, dental, vision, short-term disability, workers compensation, life insurance, identity fraud, flexible spending, retirement plans, and more). We seek someone who has a passion for listening and learning what is most important to our staff and finding creative ways to build excellent, valued benefits that add exceptional value to our compensation packages. Our ideal Benefits Specialist is a creative problem solver who can easily explain and communicate the why and the what and how behind our benefit offerings to our wide variety of employees.

Skills needed: Detail-Oriented, Enthusiasm, Hardworking, and Team Player

Requirements:

Background check, Reference check, Valid Driver License

Bachelors Degree in Human Resources, Business, or a related field and 2 years experience with demonstrated expertise in employee benefits and/or benefits administration OR 5 years relevant job experience plus demonstrated expertise in employee benefits and/or benefits administration
Knowledge of Microsoft Office suite and HRIS and payroll systems.

Requirements:

Background check

Reference check

Hours, Salary, and Benefits; Full time position, Monday - Friday, \$45,000 to \$55,000 yearly. Benefits include, Health Insurance, Dental Insurance, Paid Vacation, Sick Time, and 401K/Retirement.

Apply at this link <https://www.newhopecommunity.org/careers/> and if you have any questions please contact Albert White by email at awhite@newhopecommunity.org or by calling 845-468-5267.