



## **HR Leave & Benefits Specialist**

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals. If you desire to be a part of Federated National, please take a moment to review the position responsibilities and requirements below for the position of **HR Leave & Benefits Specialist** and submit your resume to [HR-recruit@FedNat.com](mailto:HR-recruit@FedNat.com).

### **Position summary:**

This position is responsible for leaves, employee benefits, and worker’s compensation according to established policy, rules, and regulations. Process and provide timely notification and communication with employees and supervisors regarding leaves and absences as well as insurance carriers. Maintain records and provide assistance to employees to ensure effective use of benefits.

### **Responsibilities:**

- Leave Administration: Administer leaves as applicable under FMLA, ADA, ADAAA, LOA, Workers’ Compensation or other applicable laws/regulation. Clear understanding of the interrelation of leave laws, payroll and benefit requirements. Coordinate multiple concurrent leaves and research changes and make recommendation for changes within the applicable scope of the leave. Documentation of leave matrix.
- Benefits: Administer employee benefit programs such as group health insurance, dental, life, 401K, etc. Handle employee benefit inquiries to ensure quick, equitable, and courteous resolution. Process employee benefit enrollment and change forms within required time limits to meet payroll deadlines. Coordination of annual open enrollment process. Coordination of Plan Year compliance filings: 5500, Medicare Reporting
- HIPAA compliance: Responsible for keeping abreast of updates and compliance with all HIPAA regulations and requirements.
- Perform other duties as assigned.

### **Knowledge and Skills:**

- Knowledge of Federal and multi-state leave laws
- Knowledge of procedural documentation
- Organized and detailed
- Time Management
- Critical Thinking
- Excellent written and oral communication
- Technology proficient ( excel, word and ability to learn new systems)

**Experience and Education:**

- High School Diploma (or GED or High School Equivalence Certificate)
- Some college preferred
- Experience with ADP software a plus
- Payroll processing experience a plus
- Certifications a plus, but not required
- Minimum of 5 years of leaves coordination experience.

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.