



JOB POSTING DATE: January 22, 2019

Job Title: HR Benefits Coordinator
Company Name: Thorlabs
Street Address: 56 Sparta Avenue, Newton, NJ 07860

The position is responsible for assisting and planning the day-to-day operations of benefits programs (health, dental, vision, short-term and long-term disability, life insurance, and accident plan, flexible spending plan, 401(k) plan and retirement plan). The position also provides excellent customer service. Works under general supervision.

Essential Job Functions include the following, but are not limited to:

- Assists in onboarding process such as handling e-Verify, ID badge and Benefits related issues.
- Assists in the coordination and implementation of the Community Outreach Program and Wellness Program.
- Implements and maintains vendor group benefits databases and benefit records. Prepares regular benefits reports extracting data from the database.
- Updates and maintains relevant benefit information on company intranet site (Paychex).
- Serves as primary contact for plan vendors and third-party administrators.
- Designs and distributes materials for benefits orientations, open enrollment and summary plan descriptions.
- Creates and conducts presentations using audiovisual tools, including PowerPoint and videos.
- Assists the with day-to-day operations of the department which may include fielding employee questions or concerns, ordering supplies, ensuring filing is kept up-to-date, and maintaining departmental spreadsheets, contact lists and the training database.
- Provides administrative support to benefits including but not limited to: organizing and maintaining files; meeting coordination and assembly of meeting materials, and supports HR initiatives and projects.
- Performs HRIS data entry.
- Performs other related duties as assigned.

Experience and Education Required:

- Minimum 2-3 year of experience in a similar position.
- Some College or equivalent work experience

Specialized Knowledge and Skills:

- Basic to intermediate knowledge of Human Resources computerized information systems and databases, preferably a relational database
- Proficient in MS Office products
- Highly motivated, results driven and able to work independently as well as with the team
- Skill in organizing resources and establishing priorities within the department
- High commitment to customer service to internal and external clients

- Possess a high level of integrity; must show good judgment and the strictest confidentiality at all times
- Show high level of professionalism within the work place
- Ability to analyze and solve problems
- Ability to manage time efficiently and effectively
- Clear and effective oral presentation of ideas/recommendations and effective written communication, using tact and courtesy
- Ability to interact with employees at all levels of the organization

Please be sure to complete an application on the company's career site for consideration:

https://www.appone.com/MainInfoReq.asp?R_ID=2268271

Thorlabs values its diverse environment and is proud to be an Equal Employment Opportunity/Affirmative Action employer. All qualified individuals will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.