



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Position: **Benefits Coordinator/Records Specialist**
Supervisor: Human Resources Director
Salary: DOQ/E
Closes: Until Filled

RESPONSIBILITIES:

Under the direction of the Human Resources Director, will ensure that all eligible employees are informed of their benefits and offered the opportunity to enroll as provided by the Quileute Tribe. The HR Generalist will be knowledgeable in all areas of the Quileute Tribe's benefits, including, but not limited to, medical, dental, vision and life insurance, 401(k), for employee and optional benefits for family. The Generalist will contribute and participate in the onboarding and outboarding process of the tribe through explanation of benefits and active participation in presentation of Benefits, 401k, life insurance. In addition, will maintain the personnel files to ensure all documents are of legal compliance, appropriate, accurate and consistent according to requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Work with Human Resources Director to maintain all documents and records necessary for the proper maintenance of the benefits sponsored by the tribe
- Coordinate the eligibility and enrollment of employee benefits for the tribe's medical, dental, vision and life insurance, and optional benefits for family
- Provide timely assistance to team members regarding benefit questions and issues
- Prepare benefit packets and other employee related information
- Track new employee probationary period for benefit eligibility
- Enter employee health insurance and changes to appropriate websites and HR Module
- Enter employee 401K information to Mutual of America website and HR Module
- Submit and maintain Short-Term and Long-Term Disability claims, Worker's Compensation Claims, and 401K Loan Applications
- Reply to State of Washington Employment Security Claims
- Prepare and enter 1095-C information the HR Module
- Assist with annual Open Enrollment for medical benefits
- Stay abreast of 401K laws for the coming new year
- Ensure all documents are received on time and complete
- Ensure the hard copy employee records are kept according to laws, regulations and tribal policy, kept secure and strictly confidential
- Review monthly medical insurance invoices. Alert the finance department of any discrepancies
- Coordinate and maintain Employee ID badge processing and issuance

KNOWLEDGE AND SKILLS REQUIRED FOR THIS POSITION:

- High School Diploma with 5 years' experience in a human resources office and familiarity with personnel files. File maintenance experience in a general administrative office may be considered
- Must have knowledge and experience in Microsoft Office including Access, Word, Excel, Power Point, and Outlook. Knowledge of Abila software is a plus
- Must be highly organized and have good filing skills

- Accurately and correctly respond to all employee inquiries regarding benefits
- Must always demonstrate professionalism and quality customer service
- Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally, and in writing, through concise reports, emails and letters
- Ability to carry out assigned duties in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines
- Incumbent may be asked to perform additional duties by the Human Resources Director consistent with roles and functions within Human Resources. Include assist when necessary with staffing and recruitment
- Maintains thorough knowledge of Tribal Personnel Policies & Procedures

SPECIAL CERTIFICATIONS REQUIRED:

Must have reliable transportation and a valid Washington State Driver's license and must meet Tribal insurance requirements. The employee is required to submit proof of valid Driver's License annually to the Human Resources Department.

Must adhere to Personnel Policies and Drug & Alcohol Policies.

Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.

Submit Quileute Tribal Council Job Application, resume, and cover letter to:

Quileute Tribal Council

Personnel Department

PO Box 279

La Push, WA 98350

Or you may E-Mail completed applications to hr@quileutenation.org

Obtain a job application at www.quileutenation.org

If the applicants have equal qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaskan Natives. Except as provided by the Indian Preference Act, Title 26 U.S. Code Section 472 & 473, there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership, or non-membership in any organization.