

ARE PEOPLE YOUR PASSION?

HR Benefits Administrator - Memphis, TN Full-Time - Salary Commensurate with Experience

Do you enjoy working with people and motivated by making a positive difference? Are you challenged by resolving problems and ensuring effective use of plans to improve employee experiences and relations? If you answered “Yes!” to these questions, you may be exactly who we are looking for!

We are searching for an HR Benefits Administrator for our headquarters in Memphis, TN to be responsible for aiding and facilitating the human resources processes for all our company’s locations. This role administers employee health and benefits plans, and acts as liaison between employees and providers. Periodic travel to other company offices may be required.

Headquartered in Memphis Tennessee, we are a leading multi-disciplined firm that includes engineers, architects, planners, landscape architects, environmental scientists, surveyors, engineering technicians, CADD technicians, and construction observers. We have a solid reputation providing services to a diverse list of public and private clients, with branch offices in Chattanooga, Knoxville and Nashville, TN, Houston, TX, Indianapolis, IN, Jonesboro, AR, and Chipley, FL.

Fisher Arnold is an Equal Opportunity Employer and we require all our new team members to work in a drug free environment and submit to an initial screening and background security check.

Benefits: We offer a competitive benefits package including:

- 401(k) with Company Match
- Health, Dental & Vision Insurance
- 160 Hours Annual Paid Time Off
- 9 Annual Paid Holidays
- Flexible Work Week
- Employee Assistance Programs
- Flexible Spending Account
- Life insurance

Essential Duties and Responsibilities:

- Administer health and benefits plans, including enrollments, changes and terminations
- Processes documents through payroll and insurance providers to ensure precise record-keeping and deductions
- Performs administrative support and employee service functions related to Human Resources
- Collecting and recording pertinent data including personnel information, I-9, background checks, online investigations
- Conducts audits and reconciles for payroll, benefits or other HR-related programs
- Assists with the preparation and implementation of the employee performance review process
- Tracks candidates in HRIS and assists with candidate recruitment, interviewing and follow-up tasks
- Ensures all plans are administered in accordance with applicable federal and state regulations
- Conducts benefits orientations for new employees and periodic refresher sessions for current employees
- Reviews and responds to a variety of claims including unemployment, workers compensation, and others as needed
- Maintains employee benefits filing systems and ensure benefits changes are entered accurately for payroll deductions
- Distributes required employee notices and communications

Qualification and Experience Requirements:

- Bachelor’s degree in Human Resources or related field or two years’ experience in employee benefits administration
- SHRM-CP or SHRM-SCP and CEBS professional designations preferred
- Extensive knowledge of employee benefits and applicable laws
- Excellent communication, organizational and time management skills
- Proven ability to function well in a fast-paced, and at times, stressful environment
- Proficient with Office 365 including Office Suite

HOW TO APPLY:

Send your cover letter and resume in PDF format to careers@fisherarnold.com with “HR Benefits Administrator Memphis” as the Subject Line. All correspondence regarding your application should be transmitted via email; no phone calls please. We look forward to hearing from you!



FISHER ARNOLD

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