#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Benefits Assistant

**Job Number:** X-465 | VIP: 1972

**Band:** EXEMPT-4

**Department:** Human Resources

**Supervisor Title:** Pension & Benefits Advisor

**Last Reviewed:**  April 4, 2024

#### **Job Purpose:**

Reporting to the Pension and Benefits Advisor, the Benefits Assistant will support the effective administration of the Trent Benefit Plans (Exempt, Exempt Academic, OPSEU, TUFA, CUPE, Research).

#### Key Activities:

##### Benefits

* Provides support to the Pension & Benefits Advisor, assisting with administering all employee benefit plans at Trent: Life, LTD, Extended Health, Dental, Semi-Private, University Health Insurance Plans, Employee Assistance Plans, and Leave Programs.
* Supports the administration of lay-off benefits processes for recurring employees.
* Provide benefits enrolment for new employees, ensure that employees fill out all required documentation, and input benefit selections into HRIS in a timely manner to ensure the accuracy of employee selections and charges to departments and providers.
* Acts as a contact person for benefit providers. Has access to systems to maintain data.
* Responsible for updating, monitoring, and maintaining the Human Resources Benefits website; works with Pension and Benefits Advisor to ensure information is accurate.
* Assists with preparing payment requests for the Sun Life benefits programs and the Health Spending Account
* Answers questions about employee vacation time and provides calculations of vacation time when requested.
* Support the administration of flex benefits for OPSEU and Exempt Staff.
* Tracks and approves tuition waivers in accordance with OPSEU, CUPE, and TUFA collective agreements and university policy.
* Track sick leaves and work with employees to ensure that medical documentation is provided in a timely manner.
* In consultation with the Pension & Benefits Advisor, coordinate return to work for employees returning from extended leaves.
* Communicate accommodation needs to managers and coordinate return-to-work meetings.

##### Pension

* Implements beneficiary changes into HRIS.
* Support the Director, Payroll, Benefits and Pension and the Pension & Benefits Advisor with the transition to the UPP.

##### Payroll

* Periodically provide backup payroll processing support during high-volume processing times

#### Education Required:

* Honours Bachelor’s Degree (4 year) in a related field.
* Designations such as CEBS, PCP, or PPAC are considered an asset.

#### Experience/Qualifications Required:

* One (1) to two (2) years related experience in benefits administration in a unionized Human Resources environment.
* Excellent customer service skills.
* High level of attention to detail and accuracy.
* Excellent keyboarding skills, including fast and accurate data entry.
* Proven ability to effectively multi-task and produce accurate work in a fast-paced deadline-driven environment.
* Proficiency in a variety of software applications, including word processing, spreadsheet, HRIS, and web technologies.
* Excellent communication skills; demonstrated tact, diplomacy and ability to maintain confidentiality.
* Ability to work under minimum supervision and as part of a team.
* Ability to multi-task with proven organizational skills.