

**Oreck is Hiring for a Benefits Specialist for our Nashville, TN Corporate office!  
If interested please email resume to [nknott@oreck.com](mailto:nknott@oreck.com).**

[www.oreck.com](http://www.oreck.com)

[nknott@oreck.com](mailto:nknott@oreck.com)- email resume with salary requirements.

**BENEFITS SPECIALIST**

**SUMMARY:**

The primary purpose of the Benefits Specialist is to administer or assist with administration of benefit programs, such as: 401(k) stock purchase, medical, dental, life insurance, AD&D, disability benefits, leave of absence, and other benefit programs as assigned. This position will focus on plan implementation, modification, and on-going operational support and analysis. This position also provides customer support on complex Team Member issues in support of excellent customer service.

**ESSENTIAL RESPONSIBILITIES:**

- Provide answers and solutions to Team Member questions regarding benefits, such as: FMLA, Disability, Life, Cobra, Medical and Co-Pay's.
- Communicate with providers and Team Members to explain benefit programs, answer questions; help investigate and resolve issues, problems and complaints concerning benefits.
- Assist in determining underlying drivers of benefits claims spend through detailed analysis of benefits related data.
- Interpret and explain technical benefit policies and procedures, and resolving disputes regarding insurance coverage, claims processing, and contract administration.
- Track medical benefits claim spend and identify trends and/or anomalies.
- Participate and assist in preparation of budget projections for all health and welfare and retirement budgets to support corporate objectives.
- Research variances of actual benefits-related expenses when compared to budgeted expenses.
- Prepare ad hoc reports for management from the payroll, benefit tracking, and general ledger systems for analysis of benefits-related information.
- Participate in analysis of current plans compared to survey and industry data in order to recommend appropriate plan design changes.
- Participate in strategic planning, yearly budget preparations, and other forecasting projects.
- Interact with various levels of the organization to discuss benefits spend and spend drivers.
- All other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree preferred.
- 3 + years Benefits Administration environment.
- PHR certification preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook PowerPoint).
- Ability to preserve confidentiality of information.
- Accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/projects.
- Excellent communication and interpersonal skills.