



## **Contributions and Benefits Coordinator**

### **Position Overview:**

Reporting to the Benefit Payment Department Manager, the Contributions and Benefits Coordinator will support various administrative coordination tasks and ensure smooth office operations for the Contributions Processing Department and Benefits Payment Department.

### **Key Responsibilities:**

- Follow verbal and written instructions for admin tasks.
- Maintain a high level of organizational skills and prioritize multiple daily tasks.
- Operate office equipment, including computers and scanning/labeling systems.
- Sort and distribute daily mail, including opening, date stamping, and delivery to departments.
- Scan, copy, and sort applications and remittance reports.
- Assemble mailings, such as termination packets, new eligibility packets, and COBRA billings.
- Update addresses in the AS400 system.
- Sort, scan, and distribute faxes, emails, and other printed items.
- Maintain and control office supplies.
- Respond to telephone inquiries respectfully and courteously.
- Provide daily switchboard backup for lunch coverage and during operator time off.
- Contribute to daily workflow with regular and punctual attendance.
- Perform related tasks as assigned by the Benefits Payment Manager and VP of Operations.
- Provide administrative support to the PBGC Account Manager.

THE POSITION IS FULL-TIME, IN OFFICE, 8:30AM - 5:00PM.  
IN-OFFICE ATTENDANCE IS REQUIRED.

We value our employees' time and efforts. Our commitment to your success is enhanced by competitive compensation and an extensive benefits package. We strive to provide a collaborative environment where employees can learn, grow, and contribute to the company's processes, decisions, planning, and culture

We welcome all qualified applicants and provide equal consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

For interested applicants, please send questions along with your resume to: [careers@ieshaffer.com](mailto:careers@ieshaffer.com)