

Quick Employment

HR Benefits Assistant: Mon. - Fri., 8:00 am to 4:30 pm, Downtown Cleveland, OH 44115. Salary - \$22.00/hr.

Job Summary: Responsible for managing and administering employee benefits.

Job Duties

- Assist the benefits manager and benefit specialist in managing benefits administrative daily needs
- Enter data into Oracle and file benefits paperwork
- Mass mailings and mail merging of data into Excel and Word documents and tracking them
- Assist in the preparation of orientation materials for new employees and eligible employees
- Review policies and procedures related to benefits to confirm they are complying.
- Assists benefits specialist with other duties as needed

Qualifications:

- Must have a high school diploma or GED
- Must have two (2) years of human resources experience relating to benefits
- Excellent oral, written, and analytical skills
- Experience using Microsoft Office Suite
- Experience using human resources information systems
- Experience using email software GroupWise or Outlook

Minimum Requirements:

- Must be able to pass a drug test
- Must be able to pass a background screening

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