



*Bringing Families Together
For A Bright Future.*

BENEFITS COORDINATOR POSITION ANNOUNCEMENT

Date of Advertisement: December 11, 2020

Job Title: Benefits Coordinator

Location: Clearwater, Florida

Position Description

The Benefits Coordinator will coordinate the enrollment and administration of company sponsored benefits for Camelot Community Care and any companies Camelot supports.

- Initiate and maintain enrollment information. Input new hires into the benefit enrollment system and 401k system. Make any necessary changes to these systems including address updates, name changes, and terminations.
- Maintain monthly rosters for medical, dental, AD&D, and supplemental insurance products offered by Camelot.
- Audit rosters on a regular basis to insure new staff are added and those leaving the company are removed.
- Serve as contact person for employee benefit questions and issues. Handle inquiries from benefit broker and insurance carriers.

Educational and Experience Requirements

- Experience with Payroll and Human Resources Information Systems.
- Associate's Degree or higher or at least three years of experience in an office environment.
- Must be highly proficient in Microsoft Excel and Word.
- Must be detailed oriented and a self-starter.
- Must have experience in serving customers, both internal and external, both in person and via telephone and email.

Interested candidates should send resume to Karen Battle, Director of Human Resources via email to:
kbattle@camelotcommunitycare.org

Camelot Community Care is an equal opportunity employer and drug free workplace.