



Senior Benefits Specialist

Denver, CO (Hybrid)

The Senior Benefits Specialist is responsible for providing support for all benefits programs to a large population of contingent workers across the U.S., including medical, dental, vision, life insurance, short- and long-term disability, and the 401(k) plan.

What you'll get to do:

- Assist with coordination and interaction with insurance broker and vendors
- Administer employee benefits programs to an eligible population of over 10,000 located throughout the U.S.
- Ensure compliance of plans with legislation, stays current on regulations, and implements changes as necessary
- Assist in open enrollment, ACA, audits, reconciliations, and required reporting
- Assist with the accurate and timely reconciliation of all invoices. Set up necessary changes within the HRIS system to ensure all payments and deductions are being pulled correctly
- Investigate benefits enrollment, deduction and eligibility concerns or requests with members, carriers, and third-party administrators
- Provide benefit plan comparisons and recommendations to incoming clients and members
- Provide excellent customer service support to internal and external customers by responding to inquiries in a timely, consistent, and professional manner
- Assist with providing updates and timely communication with regard to qualifying events and end of assignment options for COBRA and unemployment
- Respond to and escalate, when necessary, inquiries that become priority
- Work closely with all departments within People2.0 to ensure proper enrollment, billing, resolution, and execution of all benefit plans
- Maintain employee records and benefits files in compliance with applicable legal requirements
- Utilize Microsoft Excel and Smartsheet extensively for reporting, auditing, etc.
- Assist with processing and keeping accurate records of short-term disability and long-term disability claims
- Assist with the completion of National Medical Support Notices, as needed
- Willingness to work > 40 hours per week as this position may require overtime
- Knowledge/research of HR laws, ordinances, as needed
- Other duties as assigned

Skills and experience we value:

- Associate degree in HR or related field, but experience and/or other training/certification may be substituted for the education
- 8+ years' experience in benefits administration and/or HR
- Impeccable customer service skills
- HRIS experience
- Strong Excel skills
- Great attention to detail

- Excellent follow-up skills
- Exceptional written and verbal communication
- Relationship management
- Ethical practice

Benefits and location:

- Pursuant to Colorado regulations, if this job is performed in Denver CO, the salary range is \$67,000-\$72,000 plus bonus potential
- The current delivery team is based across the U.S., and this position can be based in North America
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Voluntary life insurance
- Flexible Work Program (work from home and hybrid options)
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.