

Coordinates the administration of the NOR-MAN Regional Health Authority's corporate benefit programs. Consults with and advises employees on eligibility, provisions and other matters related to benefits. Maintains benefit records and documents necessary for implementing benefit coverage. Assists with employee benefit communications/in-servicing. May conduct orientation programs on the benefit plans.

This position requires a successful completion of a Criminal Records and Child Abuse checks.

QUALIFICATIONS

Formal Education and/or Training:

- Grade 12
- Previous experience in benefit administration
- Previous experience working within the confines of Collective Agreements

Other Skills/Product Knowledge:

- a) Extensive computer skills (word processing, spreadsheet, and database)
- b) Introductory accounting skills
- c) Excellent written and verbal communication skills
- d) Ability to work independently and on own initiative
- e) Demonstrated interpersonal and organizational skills
- f) Ability to work under stressful situations

For Further information please contact recruit@normanrha.mb.ca