



Benefits Specialist * New Hope Community Inc. Sullivan County, NY

Overview: New Hope Community Inc is seeking Full-time Benefits Specialist in Sullivan County. The Benefits Specialist will focus primarily on the effective administration and management of comprehensive employee benefits programs. The Benefits Specialist will ensure that our benefits offerings not only meet regulatory compliance standards but also align with the organizational goals and satisfy employee needs. Benefits include health, dental, and vision insurance, retirement plans, leaves, life insurance, and any supplementary wellness initiatives aimed at promoting employee health and productivity.

Skills needed:

Communication
Ability to work independently
Organization
Problem Solving

Requirements:

Background check
Reference check
Valid Driver License
Associate's degree
Bachelor's degree in human resources, Business, or a related field preferred
1 years' experience with demonstrated expertise in employee benefits and/or benefits administration
or 5 years relevant job experience plus demonstrated expertise in employee benefits and/or benefits administration
Knowledge of Microsoft Office suite and HRIS and payroll systems.

Hours, Salary, and Benefits; Full time position, Monday - Friday, \$24.00 to \$26.50 hourly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Sick Time, and 401K/Retirement.

Apply at this link <https://www.newhopecommunity.org/careers/> and if you have any questions, please contact Albert White by email at awhite@newhopecommunity.org or by calling 845-468-5267.