

**BENEFITS COORDINATOR
JOB POSTING**

The Town of Clarksville is now accepting applications for the position of Benefits Coordinator/Resources Assistant located at 2000 Broadway. This is a full-time administrative position necessary to help maintain centralized control over insurance obligations as well as administrative support for the Human Resources Director. This position must provide excellent customer service, be highly responsive, friendly and maintain confidentiality. The hours of operation will be 8:30-4:30 Monday through Friday and pays \$19.76 per hour plus an excellent benefit package.

Job Scope: Under the supervision of the Human Resources Director, this position assists employees with benefits enrollment and questions, administer direct processing of claims, billings and payments relate to health, dental, vision, life, automobile, property and liability and workers compensation, maintains employee database and files, reconcile monthly invoices, and assists HR Director in employee performance reviews. Must maintain confidentiality at all times.

Job Requirements: High School diploma or GED, college preferred in health care management or other related field. Minimum of three years relevant open enrollment/benefits experience and ability to identify insurance coding, familiarity with Federal and State rules, regulating and reporting requirements, including Cobra, HIPPA and FMLA laws, knowledge of word processing and spreadsheets.

A full job description can be obtained from the Human Resources Department along with the employment application. Application can also be downloaded from our website at www.townofclarksville.com. Deadline for applications is November 9, 2018 at 4:00 and should be submitted to the following address or e-mail.

Anita Neeld
Human Resources Director
Town of Clarksville
2000 Broadway Suite 208
aneeld@townofclarksville.com

The Town of Clarksville is an Equal Opportunity Employer.