

HR/Benefits Administrator

VRC Investigations is currently expanding our Human Resources Division. **Veracity Research Co.** Investigations (**VRC**), is one of the nation's leading and most experienced investigation companies. We currently have career opportunities for experienced, self-determined, and highly motivated individuals that would like to join our team of professionals in our efforts to deter and combat insurance fraud.

VRC has an opening in our HR department for a HR/Benefits Administrator; this is an hourly, non-exempt position. The primary responsibility of this position is to assist in the day-to-day HR needs, with heavy responsibilities in benefits/compliance and assist our human resources staff. As a key member of the **VRC** staff, the HR/Benefits Administrator will assist in all facets of the company pertaining to benefits/compliance and human resources. The HR/Benefits administrator will complete tasks alone as well as with other team members under management supervision. All team members must have excellent computer skills, be able to multi-task, and problem solve.

Essential Job Duties:

The HR/Benefits Administrator will be expected to complete the following:

- * Assist with benefits enrollment and answer employee questions
- * Coordinate benefits with benefits provider representatives
- * Maintain employee benefits system and database
- * Administer Cobra
- * Provide assistance with company / state licensure
- * Assist with investigator licensing processes, renewals, and CE
- * Provides administrative support as needed to include record keeping, file maintenance, and data entry
- * Assist HR staff with other HR related tasks and projects when needed

Requirements and Qualifications:

- * Be highly motivated and possess the ability to work under little supervision
- * Demonstrate ability to effectively manage time, organize multiple projects, and understand directives
- * Prior HR/Benefits experience a plus; 2-3 years
- * Excellent written and verbal communication skills
- * Ability to read, decipher and summarize information quickly
- * Must be proficient in Microsoft Office applications to include Microsoft Outlook, Excel, Word, and PowerPoint
- * A valid driver's license is required
- * Must pass a drug test and pre-employment testing
- * Upon hiring you must proficiently learn and utilize all electronic tools as required within the scope of this position to include the company's IMS case tracking system

Benefits:

VRC offers medical, dental, vision, short term & long term disability benefits, as well as paid vacation, and a 401K/Profit Sharing retirement plan.

Compensation:

VRC full time employees are paid on a bi-weekly basis at an hourly wage to commensurate with experience.

For more information, please visit our web site located at www.vrcinvestigations.com.