



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.
P.O. Box 67, La Push, WA 98350
(360) 640-5613

Position: Benefits Support Specialist

Supervisor: Human Resources Manager

Location: Quileute Oceanside Resort Administration Offices

Work Info: Full Time 40 Hrs./Week (M-F)

Salary: DOQ/E

POSITION SUMMARY:

The Benefits Coordinator supports the Human Resources department with the day-to-day administration of employee benefit programs and related HR functions. This position serves as a helpful and professional point of contact for employees, assisting with benefit questions, enrollments, changes, documentation, and other benefit-related needs while helping ensure information is processed accurately and timely.

This position is intended for someone with some previous experience in human resources, employee benefits, payroll, administrative support, or a related field who is interested in continuing to develop their knowledge and experience in benefits administration. The Benefits Coordinator is not expected to independently manage all aspects of the organization's benefit programs but should be comfortable handling routine responsibilities, researching questions, following established procedures, and recognizing when an issue should be referred to HR leadership or a benefit provider.

The successful candidate will be dependable, organized, approachable, detail-oriented, and comfortable working with confidential and sensitive employee information. They should demonstrate strong follow-through, a willingness to learn, and the ability to communicate benefit information clearly and professionally while providing employees with a positive and supportive HR experience!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the day-to-day administration of employee benefit programs, including medical, dental, vision, life insurance, retirement, and other available benefits.
- Assist employees with benefit enrollment, changes, qualifying life events, and general benefit questions.
- Support new-hire benefit enrollment and provide employees with information regarding available benefit options and enrollment deadlines.
- Process benefit-related employee changes and maintain accurate records within HR and benefit systems.
- Review benefit information for completeness and accuracy and follow up on missing or incomplete documentation.
- Assist with benefit eligibility tracking and required employee notifications.
- Communicate with benefit providers, insurance representatives, and other vendors as needed to help resolve routine employee benefit questions or discrepancies.
- Assist with annual open enrollment, including employee communications, enrollment materials, meetings, and processing changes.

- Maintain confidential employee benefit records and documentation.
- Assist with reviewing benefit invoices, enrollment records, and employee deductions for accuracy and report discrepancies to HR leadership.
- Provide general administrative support to the Human Resources department as needed.
- Maintain confidentiality and appropriately handle sensitive employee and organizational information.
- Perform other related duties as assigned.

QUALIFICATIONS:

Required

- High school diploma or equivalent.
- Previous administrative, customer service, HR, payroll, benefits, or similar office experience.
- Strong attention to detail and organizational skills, with excellent attention to detail and accuracy.
- Demonstrated reliability, integrity, and trustworthiness when handling sensitive personnel, financial, and confidential information.
- Strong written and verbal communication skills.
- Comfortable working with computers, electronic records, email, and standard office software.
- Ability to learn benefit programs, procedures, and HR systems.
- Ability to communicate professionally and respectfully with employees, vendors, and leadership.
- Ability to organize and prioritize multiple tasks and deadlines.
- Ability to explain information clearly and professionally to employees.
- Good problem-solving and follow-through skills.
- Ability to recognize when an employee question or issue should be referred to HR leadership or a benefit provider.
- Ability to work independently and as part of a team.

Preferred

- Approximately one year or more of experience working in human resources, employee benefits, payroll, or a related administrative position.
- Previous experience assisting employees with benefit enrollment or benefit-related questions.
- Familiarity with Paylocity, HRIS, payroll, or benefits administration systems.
- Basic understanding of employer-sponsored benefit programs.

WORK ENVIRONMENT:

- Office setting with frequent computer use.
- Must be able to sit for extended periods.
- This position is primarily performed in a professional office environment but may require regular travel between multiple company locations and departments within the surrounding campus/property, including administrative offices, resort operations, restaurant, retail, and other business locations.
- Must be able and willing to travel between work locations throughout the workday as needed to assist employees, deliver or collect documents, attend meetings, or perform other HR-related responsibilities.
- When driving is required for job-related duties, the employee must be able to safely operate an authorized vehicle and meet applicable organizational driving requirements.

EMPLOYEE BENEFITS:

- Health insurance options- Medical, Dental, Vision, etc.
- Life Insurance, AD&D Insurance,
- 401(k) retirement plan
- Paid time off and leave benefits (PTO)
- Full-time, Monday–Friday daytime schedule

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: gte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application **(REQUIRED)**
2. Cover Letter **(REQUIRED)**
3. Resume **(REQUIRED)**
4. Tribal Enrollment Verification **(REQUIRED, if applicable)**
5. Driver's License **(REQUIRED)**
6. Diploma/Transcripts(s) High School/GED, College **(REQUIRED)**
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.