

DIOCESE OF LAFAYETTE
OFFICE OF HUMAN RESOURCES
Job Description

Position Title: <i>Administrative Assistant, HR/Benefits</i>	Immediate Supervisor: <i>Assistant HR Director/Benefits Specialist</i>
Position Status: <i>Non-Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>33.5 hours/week</i> <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The responsibilities of this position frequently involve sensitive matters necessitating discretion. The Administrative Assistant will have extensive communication and interaction with employees and benefits providers.

The Administrative Assistant must be a team player who shares and participates in the vision and goals of the Bishop and of the Diocese, while following all diocesan and office policies, procedures and regulations.

Essential Duties and Responsibilities:

- Processing (central office) employee enrollment/change forms
- Maintaining up-to-date benefits files on diocesan priests and central office employees
- Processing ALL dental and vision enrollments, terminations and changes
- Addressing benefits-related inquiries in a timely manner
- Communicating benefits information to all diocesan entities, extended coverage participants, priests and central office employees, in consultation with immediate supervisor
- Assisting central office employees with benefits-related issues, including but not limited to orientation, enrollment, claims, appeals
- Responsible for the diocesan tracking program for the Affordable Care Act, working closely with the Office of Parish & School Finance and the church and school bookkeepers.
- Assisting with coordination of diocesan wellness program
- Reconciling monthly benefits invoices, providing accurate information to Accounting
- Providing necessary documentation in resolving billing errors/questions
- Processing extended coverage enrollment and billing
- Coordinating regular Benefits coordinator meetings (School and Parish)
- Maintaining good working relationship with parish and school benefits coordinators, with regular communication
- Recording secretary for Benefits Committee meetings
- Designing and preparing flyers, brochures and programs
- Assembling necessary materials for office-sponsored meetings/workshops

Required Knowledge, Skills and Abilities:

- Ability to maintain confidentiality
- Ability to manage several complex issues simultaneously while working under pressure to meet deadlines
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK and mail-merge programs
- Proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar
- Self-motivated, prompt in performing tasks and capable of working independently
- Ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person) when responding to inquiries and in making referrals
- Good organization skills as well as the ability to multi-task
- Ability to clearly communicate and interact with the many different persons who will be in contact with the office, including but not limited to clergy, religious, bookkeepers and central office personnel
- Must maintain up-to-date Safe Environment certification
- High school diploma or equivalent
- Minimum of three years office experience; benefits-related experience preferred

Job Conditions/Physical Demands:

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift, and carry items up to 20 pounds
- While performing duties of this job, employee is required to sit, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists
- Work is performed in an office setting, with periods of high stress
- Employee is required to do extensive close computer work
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Persons with disabilities may receive reasonable accommodations for performing the essential duties.

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Director of Human Resources, in consultation with the Chancellor.