

Human Resources Generalist - Benefits

The Diocese of Fall River is seeking a mid-level HR Generalist to join our team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 117-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 130 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The HR Generalist will assist in Human Resources activities for the organization, with a focus on benefit administration. This position is responsible for daily administration of the organization’s benefit programs for 2,200 benefit-eligible employees. This role will provide support to HR and Business Managers at our locations regarding benefit eligibility, enrollments, changes and inquiries, and will also be responsible for monthly benefit invoice reconciliation.

JOB RESPONSIBILITIES:

- Process and manage benefit enrollments/terminations/changes and maintain and update records.
- Handle benefit inquiries, questions or issues to ensure quick and courteous resolution.
- Coordinate the annual open enrollment period including distribution of information, communicating changes to employees and arranging meetings if necessary.
- Lead any system improvements to the benefit portal, and assist in automating benefit processes.
- Process monthly billings from insurance carriers. Review bills for accuracy and process for payment. Resolve discrepancies with insurance carriers.
- Process and track short-term disability claims.
- Assist with administration of the Continuation of Health Insurance Program and leaves of absence.
- Provide administrative assistance, such as filing, scanning, mailing, etc.
- Work closely with Payroll and HR Manager to communicate benefit related changes in a timely manner.
- Act as back-up for payroll when needed.

QUALIFICATIONS:

- Bachelor’s degree preferred and 3 to 5 years of related experience.
- Strong knowledge of benefit laws.
- Strong interpersonal and communication skills, both written and oral.
- Ability to work with a diverse range of associates.
- Ability to handle multiple priorities, be detailed-oriented and work in a fast-paced environment.
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Self-motivated individual able to work as part of a team or independently.
- Respect and care in handling confidential employee and company information and matters.
- Demonstrated awareness and support of the Catholic Church and its traditions.
- Flexible and able to respond to change, including shifting roles as necessary in response to need.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Jenn Oliveira, Human Resources Manager; Confidential Fax: (508) 689-7920; Email: joliveira@dioc-fr.org ; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

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