



Position Title: Benefits Administrator

Location: Kamloops, BC

Position Reports to: Payroll Manager and Director of Labour Relations & Human Resources

Position Summary:

TCS is looking for a **Benefits Administrator** who has a desire to support our employees through benefit administration and payroll functions.

TCS is a dedicated organization in the social services sector, committed to enhancing the quality of life of the individuals we serve. Our caring staff is our greatest asset in advancing our innovative and creative practices.

Primary Responsibilities & Duties:

- Tracking employees' benefits enrollment forms and maintain filing of benefits forms
- Enroll employees in group benefits plan on insurance carrier's online portal and maintain in the payroll system
- Work with LTD Carrier and Disability Management Service provider to ensure employees absent due to illness or injury apply for LTD coverage within the proscribed requirements
- Process applications for optional benefits and setup deductions in the payroll system
- Track hourly employees' benefits eligibility and make appropriate changes based on insurance provider policies
- Calculate, communicate and track employee paid portion of benefit costs for employees off work
- Responsible for the administration of the Community Social Services Early Intervention Program ("CSSEIP") process; ensuring proper documentation is completed and the process is administered effectively, keeping all relevant parties informed.
- Identify and liaise with Labour Relations on benefit related and CSSEIP issues
- Tracking employees absent due to WorkSafe BC claims
- Process pension plan enrolments, terminations and other changes; ensuring documentation is received and enrollment follows the pension plan's eligibility conditions
- Perform payroll run audits and adjustments; including Overtime and ESA sick days
- Maintain filing system and records
- Provide benefit and payroll data and support for projects and ad-hoc requests
- Support and provide backup for other payroll roles
- Assists TCS staff with training and expertise on TCS benefit and payroll processes



Education and Experience (recommended):

- Certified Employee Benefits Specialist (CEBS) designation (preferred)
- Payroll Compliance Practitioner (PCP) (asset)
- 2-3 years of related benefit or payroll administration experience (preferred)
- An equivalent combination of education and/or experience may be considered

Skills & Qualifications:

- Excellent communication skills - both written and verbal
- Excellent people skills and experience managing challenging situations
- Strong attention to detail and strong organizational skills
- Strong computer skills – including advanced Excel skills
- Commitment to superior client satisfaction
- Proactive and committed to continuous improvement
- Ability to prioritize and balance multiple deadlines and demands
- Strong team player who can work independently in a fast-paced environment and take initiative while managing multiple projects and priorities

TCS offers an inclusive, positive and flexible work environment that motivates our employees to come to work each day. This position is 37.5 hours per week and is based in Kamloops. It offers company-paid benefits, pension, competitive wages, casual office environment and the opportunity to make a difference.

We thank all applicants for their interest but only those selected for an interview will be contacted.

TCS requires all NEW employees to provide a satisfactory criminal record check (CRC) and/or Vulnerable Sector Search (VSS) prior to the start of their employment.