
Benefits Coordinator

Located in Red Deer, Peavey Industries LP is the corporate parent to retail brands Peavey Mart, MainStreet Hardware, and Ace Canada. We are 100% Canadian owned and operated.

Peavey is an engaging workplace. We are proud to promote from within and provide training to make this possible. We offer flex-time and comprehensive benefits.

Committed to Canadians, connected through communities.

Job Overview: The Benefits Coordinator is responsible for administering and maintaining organizational benefit programs including Employee Benefits, Disability, Retirement Program, Injury Claims Management, Employee Ownership Program and Employee Discount Program.

Responsibilities

- Administration of all benefit programs including Group Benefits, Group Retirement and Employee Ownership
- Assisting employees with benefit enrolment process, eligibility, coverage amounts/options and claims filing and general benefit questions
- Generates and reviews eligibility and termination reports to determine benefits eligibility, prepare employee benefit communications accordingly
- Benefits enrolment and employee electronics records maintenance, including distribution of employee benefit cards/packages
- Administers company worker's compensation programs
- Maintains onboarding documentation
- Administers short term disability program
- Liaise with insurance company regarding employees on a disability claim
- Liaise with Management regarding updates and return to work for employees on disability
- Liaise with Human Resources on unapproved leaves
- Verifies and reconciles insurance billings
- Reconciles and maintains record of benefit premiums for employees on a leave
- Prepares monthly reporting on current claims, volume of claims, EAP statistics, etc.
- Meets with employees to sign up for employee ownership program
- Ensures compliance with provincial insurance programs, tax and other regulations
- Attends workshops and webinars to stay informed of changes occurring in industry

Qualifications

- CEBS Certification preferred
- Experience with Ceridian Dayforce HCM preferred
- 3-4 years of related experience

Corporate Office and Distribution Centre
7740 40 Avenue, Red Deer, AB T4P 2H9
Tel: 403.346.8991

Regional Office and Distribution Centre
1000 Clarke Road, London, ON N5V 3A9
Tel: 519.453.5270



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- Education in the field of Payroll, Benefits or Human Resources
 - Bilingual (French and English) is an asset

Employee Perks

- Employee ownership program
- Employee discount
- RRSP matching program
- Competitive group benefits
- Inclusive work culture
- Laid back atmosphere
- Work-life balance

***Only those selected for an interview will be contacted.**