

Kiowa Tribe – Job Opportunity Announcement

Below you will find the job opportunity announcement, qualifications, and requirements. To be considered for the position, you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Human Resources Benefits Coordinator	Posting Date:	10/03/2019	Closing Date:	10/09/2019
Department:	Human Resources	Status:	Regular Full-Time	Re-advertisement	
Duty Location:	Carnegie, OK	Salary:	\$20.00 - \$26.00 per hour		

Job Summary:

Under the direct supervision of the Human Resources Director, incumbent performs duties and follows established policies and procedures for human resources and health benefits. Incumbent keeps current on health benefits and provides information to the Tribal employees; works closely with the broker and benefits contacts for annual open season enrollment, ensures employee changes are updated in automated payroll system and health carrier portals. Maintains a calendar for eligibility dates, updates database for employees, and counsels and answers employees' questions regarding benefits. Reviews benefit carrier invoices and resolves any discrepancies for prompt payment processing to the Finance Department. Provides exit clearance procedures with employees and prepares separation documents in the automated payroll system to ensure benefits coverage are processed.

PREVIOUS APPLICANTS NEED NOT RE-APPLY.

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k.)

Qualifications:

Bachelor's degree in Human Resources, Business Administration, or related field from an accredited 4-year college or university including a minimum of two (2) years of experience in Human Resources including benefit administration; OR an equivalent combination of related education and experience. Must be computer savvy utilizing Microsoft applications; Word, Excel, Outlook, Power Point, automated human resource and payroll system and other software packages. Excellent communication and interpersonal skills; articulate in speaking with tribal employees, groups, and other organizations as well as preparing written documents for presentation.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Must possess a Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Driving Policy.
 Must submit to and pass a pre-employment background check.
 Must submit to and pass a pre-employment drug test.
 All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org