

Primary Residential Mortgage, Inc. is looking for a Benefits Coordinator.

Responsibilities include: accurately processing medical support orders, first reports of injury, assisting employees with personal changes in the HR/Benefits databases, assisting with benefit administration to include COBRA and FMLA, reviewing files for completeness, researching problems and finding solutions to ensure timely customer service to our employees, as well as other misc. duties.

Experience with administering benefits, FMLA, and WC, as well as the ability to maintain confidentiality in processing employee matters is of extreme importance. Accurate and consistent data-entry capabilities, a positive customer service attitude, multi-tasking capabilities, and the ability to communicate with all staffing levels are essential to this candidates success.

If you are a qualified, self-starter, please forward your resume to hrhiringteam@primeres.com.