

AC HVAC Technician

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Company: IIQAFGROUP

Location: dubai

Category: other-general

Responsibilities Design benefit programs (insurance, wellness etc.) Evaluate and negotiate with service providers (e.g. private insurance company) Assume responsibility for timely payment of monthly premiums Manage enrollments and determine employee eligibility Handle all benefit compensation and reimbursement procedures Coordinate leaves of absence and process claims or requests (medical operations, worker's compensation etc.) Keep updated employee records with all relevant information (marital status, years of service, hours worked etc.) Inform employees of their benefit options and plans and monitor use Collaborate with accounting department for payments and deductions Requirements Proven experience as the benefits administrator Solid understanding of different benefit plans (retirement, health & dental insurance etc.) and relevant regulations Experience with ADP human resource management is a plus Proficient in MS Office and/or HRMS system (e.g. Oracle) Understanding of data recording and analysis Excellent organizational skills Outstanding communication, interpersonal and negotiation abilities Attention to detail Reliable with adherence to confidentiality dictations BSc/Ba in business administration, human resources or relevant field

#J-18808-Ljbffr

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