



TOWN OF EAST LYME

Human Resources Department

Benefits Coordinator

The Town of East Lyme is seeking a part-time Benefits Coordinator to join its Human Resources Team.

SUMMARY: The Part-Time Benefits Coordinator supports the Human Resources department by administering employee benefits programs and ensuring compliance with company policies and regulatory requirements. This role is ideal for a detail-oriented professional with experience managing benefits for large organizations and proficiency in ADP systems.

SUPERVISION RECEIVED: The Benefits Coordinator receives direction from the Human Resources Director.

SUPERVISION EXERCISED: N/A

CLASSIFICATION & HOURS OF WORK: The Benefits Coordinator is a non-union position that typically works 24-28 hours/week based on Town Hall hours (Monday through Thursday 8am-5pm & Friday 8am-11:30am).

ESSENTIAL JOB FUNCTIONS

- Administer employee benefits programs including health, dental, vision and life insurance.
- Serve as the primary point of contact for benefit-related inquiries from employees.
- Coordinate benefits enrollment, changes, and terminations using ADP.
- Maintain accurate and up-to-date employee benefits records.
- Assist with compliance reporting and documentation (e.g., ACA, COBRA).
- Collaborate with vendors and carriers to resolve issues and ensure smooth service delivery.
- Support the HR Director with audits, data analysis, and special projects related to benefits.

OTHER JOB FUNCTIONS:

- Coordinate and facilitate onboarding for new hires, including benefits orientation and initial paperwork.
- Assist with employee training logistics and documentation.
- Support offboarding processes, including scheduling exit interviews and benefits termination procedures.

*******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

- Demonstrated organizational, communication and analytical skills to manage complex data.
- Strong attention to detail and confidentiality.
- Ability to work independently and manage multiple tasks.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).

Education, Experience and Training

- High School Diploma or GED required.
- Minimum of 3 years of experience administering employee benefits in a large organization.
- Strong working knowledge of ADP Workforce Now or similar HRIS platforms.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- Frequently is required to walk and sit.
- Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to lift and/or move up to 25 pounds.
- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

PAY AND BENEFITS:

- Hourly wage range: \$29-\$31 per hour

- This position is not eligible for benefits.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com),
or submit an [Application](#) along with resume and cover letter to
hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.