



JOB POSTING

Applications Accepted
Until Filled

Position: Benefits Administrator
Department: Human Resources
Employee Category: Full-Time
Hourly Salary: \$22.38
Work Schedule: Monday – Friday from 8:00AM – 5:00PM
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Performs duties of a complex and technical nature involving benefits, retirement, payroll, and database management. Provides administrative and special project support to the Human Resources Director and serves as a backup to the Administrative Coordinator as needed.

MINIMUM QUALIFICATIONS:

- An Bachelor's degree in related field from a 4 year college of university; or minimum of 2 years of experience in a human resources generalist capacity; or equivalent combination of education and experience.
- A valid Texas Driver's License.
- Advanced knowledge and skill in the use of Microsoft Excel and Word.
- **Desired:** Certified Payroll Professional and or PHR.

SKILLS AND EXPERIENCE:

- Demonstrated knowledge of the principals of employment practices and basic human resources practices and principals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to interpret an extensive variety of technical instructions, in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Must have the ability to multi-task and prioritize work assignments in a demanding environment.
- Advanced oral and written communication skills.