



## Benefits Specialist

General Shale, the nation's leading masonry materials manufacturer, is seeking a **Benefits Specialist** for our corporate headquarters in Johnson City, TN. The Benefits Specialist will serve as a key business partner for both internal and external customers providing expertise in employee benefit programs.

### Responsibilities:

- Coordination and maintenance of employee benefit records
- Answering and resolving employee benefits questions quickly and accurately
- Assisting with open enrollment, new employee enrollment and benefit changes
- Employee communications
- Data entry and various administrative tasks
- Process various invoices related to benefits through reconciliation

### Preferred Skills and Experience:

- Bachelor's degree in Business, HR or related curriculum
- 5 years benefits processing experience
- Proficiency with Microsoft Office (particularly MS Word, Excel, PowerPoint, and Outlook)
- Prior experience using UKG (formerly Ultipro by Ultimate Software)
- Ability to handle confidential information
- Solid organizational and analytical skills and meticulous attention to detail
- Strong interpersonal skills and ability to work in a team environment
- Ability to multi-task in a fast-paced environment

To express interest, please send resume to Diana Duquette at [diana.duquette@generalshale.com](mailto:diana.duquette@generalshale.com).

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