



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-030  
HUMAN RESOURCES  
BENEFITS COORDINATOR

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<b>Position Title:</b>	Benefits Coordinator	<b>Pay Level:</b>	\$24.00- \$36.00
<b>Position Open Date:</b>	3/25/2025- Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Human Resources
<b>Supervisor:</b>	Director, Human Resources		

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**POSITION SUMMARY:**

Under the direction and guidance of the Human Resource Director responsible for assisting employees, with benefits enrollment and questions, manages all benefits billing, maintains employee database and files and assists with the provision of administrative, transactional and technical support services within the department.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Associates degree; AND two (2) years' experience working a human resources department. Bachelor's degree related to or with emphasis in human resources may substitute experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

### **ESSENTIAL FUNCTIONS:**

- Administer various employee benefits programs, such as health, dental, and vision, accident and disability, life insurance, 401(k), employee assistance program, wellness benefits, FMLA and etc.
- Conducts benefits orientations.
- Maintains employee benefits filing system and ensures benefits changes are appropriately communicated to payroll for payroll deduction.
- Assists employees with claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolves administrative problems with the carrier's representative, brokers, and third-party administrators.
- Administers COBRA.
- Assists HR Director in obtaining statistics and information in renewal process of any all benefits plans.
- Provides administrative, transactional and technical support services in the various Human Resources functional areas.
- Assists in the daily operations and coordination of efforts to improve internal productivity.
- Provide technical assistance to internal and external customers to ensure compliance with applicable rules, regulations, laws, policies and practices; interprets and communicates applicable regulations and changes in personnel policies and procedures pertaining to all personnel matters to insure compliance and risk management.
- Prepares, processes and reconciles purchases and payments.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommendation and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language.
- Generally accepted Human Resources principles and applicable policies, laws, codes and regulations related to the work.

- Records management principles and practices.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Managing projects.
- Interpreting, applying and explaining complex information, policies, laws, codes and regulations related to the work.
- Training others in policies and procedures related to the work.
- Organizing own work, setting priorities and meeting critical deadlines.
- Preparing clear and concise reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**