

# COMMITTEE OF INTERNS AND RESIDENTS/SEIU BENEFITS PLAN

## Assistant Benefits Plan Manager New York

### About Us:

The Committee of Interns and Residents/SEIU Benefits Plan, a nonprofit trust fund located in New York City moving to Long Island City, that provides member benefits to approximately 8,000 unionized resident physicians. The Plan is comprised of three trust funds, focused primarily in the New York metropolitan area. The CIR Benefits Plan is looking for a highly driven, customer-focused candidate for the Assistant Benefits Plan Manager position. The Assistant Plan Manager reports directly to the Benefits Plan Manager.

### Job Description:

The Assistant Plan Manager is responsible for overseeing the daily management and administration of the Benefits Plan, including maintaining vendor relationships, resolving claim issues, handling compliance matters, including ensuring that all operational procedures are in compliance with plan rules and local, state, and federal regulations and drafting and implementing programs and policies..

The Assistant Plan Manager directly supervises a team of six (6) employees, overseeing staff scheduling, production, accuracy, training and development. The Assistant Plan Manager must interact collaboratively with the Plan Manager, participants, employers, professional advisors, Trustees and colleagues at all levels both inside and outside the organization. He/She will act as a liaison with the Benefits Plan's vendors and provide guidance relative to the various plan rules, policies, procedures, and priorities.

### What you gain from a position with CIR:

- Hands-on experience overseeing the administration of a member-focused benefits plans for resident physicians.
- Opportunity to shape the organization's strategic plan, including research of new benefit offerings and vendors.
- Opportunity to provide leadership, cross-department collaboration and to improve plan administration.
- Opportunity to supervise employees with responsibility for training and development.
- Excellent benefits package: health, dental, vision, disability, pension, 401(k), and paid sick/vacation time.

### CIR is looking for candidates who have:

- A bachelor's degree (MBA, CEBS or advanced degree a plus)
- Minimum of 5 years of prior management experience in benefits/HR
- Advanced knowledge of benefits administration and relevant benefit laws (FMLA, COBRA, ERISA, HIPAA)
- Advanced knowledge of Microsoft Office applications and data analytics
- Experience in a customer-focused environment
- Strong project management, written and verbal communication skills

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- Ability to think critically, problem solve and prioritize multiple tasks
- Healthcare experience preferred, but not required

CIR is an equal opportunity employer and strongly encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, marital status, religion, disability or LGBT applicants. Please visit our website for more information: [www.cirseiu.org](http://www.cirseiu.org)

To apply, please send your resume and cover letter with salary requirements to [rmurray@cirseiu.org](mailto:rmurray@cirseiu.org).