



**WHO WE ARE:**

Alleghenies Unlimited Care Providers is a progressive non-profit agency that has been impacting our community for 60 years. We are a fast-paced agency looking toward a bright future with new talent and new ideas.

**THE OPPORTUNITY:**

Benefits Administrator

This opportunity will allow the right candidate to truly make a difference within our Agency and impact our community. We offer a competitive salary and benefit package, including generous paid leave and up to 5% 401k match. We offer an engaging work environment and flexible schedules.

**WHO:**

- Someone who is Inspired by our mission to enhance the independence of the aging and disabled community
- Ability to be proactive in seeking opportunities for improvement
- Takes personal initiative to continuously improve knowledge of industry regulations and standards
- Is excited to share our mission with others to build lasting partnerships
- Positively contributes to the organizational culture

**WITH:**

- Minimum of Associate degree in Business Administration and/or Human Resources required
- PHR certification preferred
- Minimum of 1 year professional Benefits experience

**RESPONSIBILITIES INCLUDE:**

- Benefits administration including health plans, life insurance and other ancillary benefit plans
- Administration of employee leave including Worker's Compensation, FMLA, Unemployment and Disability
- Ensuring legal compliance

**HOW WILL WE KNOW YOU ARE THE RIGHT PERSON?**

*Give us call!* To learn more about this opportunity, contact Human Resources at 814-262-9600. To learn more about this organization, visit our website at [www.alucp.org](http://www.alucp.org). We can't wait to see what you bring to the table!