



POSITION TITLE: 6567 - Administrative Assistant

DEPARTMENT: 65

POSITION NUMBER: 6567

REPORTS TO: 6566 – VP of Administration

GENERAL SUMMARY:

We are seeking a highly organized and detail-oriented Administrative Assistant with a strong background in business administration and understanding of 401(k) plans and benefits packages. The ideal candidate will support the VP of Administration, Executive VP, and President by assisting with day-to-day administrative tasks, handling employee inquiries related to benefits, assisting in managing benefits programs, and ensuring smooth operations within the office. This position requires excellent communication, problem-solving skills, and the ability to handle confidential information with discretion.

RESPONSIBILITIES:

- Perform general office duties such as answering phones, scheduling meetings, and managing calendars.
- Organize and maintain filing systems, both physical and electronic.
- Draft, proofread, and edit documents and correspondence as needed.
- Coordinate and prepare materials for meetings and presentations.
- Assist with data entry and updates as it pertains to the company's different benefits portals.
- Assist employees with questions about and enrollment in 401(k) plans, health insurance, dental, vision, life insurance, and other benefits.
- Prepare and distribute benefits materials to employees, ensuring they have current and accurate information.
- Support the HR team in benefits enrollment periods and maintain accurate records.
- Monitor deadlines for benefits renewals, open enrollment periods, and employee eligibility.
- Work with external vendors or service providers to resolve benefits issues.
- Assist employees with the 401(k)-enrollment process and explain plan options.
- Maintain up-to-date knowledge of 401(k) plan changes, tax implications, and regulations.
- Support the VP of Administration and HR team in managing retirement plan compliance and documentation.
- Prepare and track reports related to 401(k) contributions, enrollments, and distributions.
- Communicate policy updates, reminders, and deadlines regarding benefits programs.

- Assist with onboarding processes for new hires, including the introduction to benefits programs.
- Ensure employee inquiries are handled in a professional, timely, and confidential manner.
- Assist in the preparation of payroll reports as required.
- Coordinate with payroll department to ensure that benefits and 401(k) deductions are processed correctly.
- Maintain specific employee records in accordance with company policies and legal requirements.
- Assist with the development and implementation of internal policies and procedures related to benefits packages.
- Collaborate with team members and departments to ensure administrative tasks are completed accurately and efficiently.
- Conduct tests and simulations to validate designs and improve manufacturing processes.
- Provide technical support and training to foundry staff on equipment operation and maintenance.
- Key lead on design and implementation of structural and facility upgrades and equipment installations.

SKILLS:

- Knowledge of 401(k) plans, benefits packages, and related legal compliance.
- Understanding of benefits terminology, including health, dental, vision, life insurance, and retirement plans.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking skills.
- Exceptional attention to detail and ability to maintain confidentiality.
- Excellent written and verbal communication skills.
- Strong problem-solving abilities and customer service skills.

QUALIFICATIONS:

- Bachelor's degree in business administration or similar business related field.
- Minimum of 2-3 years of experience in an administrative role, preferably with a focus on business/benefits administration.
- Certification in benefits administration or 401(k) plan management is a plus.

WORKING CONDITIONS:

- Full-time, in-office position (8:00 AM – 5:00 PM)
- Collaborative, fast-paced office environment

WHAT WE OFFER:

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- A collaborative work environment with a historic company.
- The chance to make a positive impact on the future of Oil City Iron Works.

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