



## **Position: Benefits Coordinator**

### **Location: Burlington, Ontario**

Switzer-Carty Transportation is one of Ontario's largest and fastest-growing privately held school bus companies, transporting over 100,000 students daily. Recognized for industry-leading customer service and a people-first culture, we are seeking a knowledgeable and detail-oriented Benefits Coordinator to support the day-to-day administration of our employee benefit programs.

Reporting to the Director of Human Resources, this role ensures accurate, timely, and employee-focused delivery of benefit services for both full-time and part-time employees.

#### **KEY RESPONSIBILITIES**

##### **Benefit Program Administration**

- Administer extended health, dental, vision, life insurance, disability, retirement savings, and HCSA programs.
- Process employee enrollments, changes, terminations, and qualifying life events.
- Distribute monthly eligibility lists and follow up with branch managers to ensure timely completion.
- Serve as the primary contact for all Canadian Dental Care Plan related inquiries, providing guidance on eligibility, coverage, and program requirements.

##### **Leave of Absence Administration**

- Administer disability, maternity/parental, medical, compassionate care, and statutory leaves.
- Coordinate payroll and benefits premiums during leaves; track employee premium payments with Finance.
- Maintain organized and scalable processes for leave management.

##### **Employee Communication & Support**

- Deliver monthly benefits presentations to employees.
- Draft employee communications regarding plan updates and changes.

- Provide guidance to branch managers on eligibility and coverage.
- Respond to escalated inquiries regarding claims, eligibility, and HCSA Visa card issues.

### **General Administration, Reporting & Reconciliation**

- Maintain accurate benefit records in HRIS and carrier systems.
- Upload salary changes to insurers and prepare premium calculations.
- Partner with Finance on monthly invoice reconciliation and discrepancy resolution.
- Generate benefit utilization and trend reports to support decision-making.

### **CROSS-FUNCTIONAL SUPPORT**

#### **Human Resources (Director of HR)**

- Provide benefits data, analysis, and employee feedback to support plan design, renewals, and vendor discussions.
- Assist with documentation for service agreements, vendor performance, and long-term benefits planning.

#### **Finance (Director of Finance)**

- Support CRA compliance, audits, governance documentation, and reporting by supplying accurate benefits data.
- Provide required information for financial reconciliation and analysis.

#### **Payroll**

- Share updated benefit and premium information for accurate payroll deductions.
- Collaborate on reconciliation and adjustments related to leaves, premiums, and employee changes.

### **SKILLS & QUALIFICATIONS**

- Post-secondary degree required in Human Resources, Business Administration, or a related field.
- Certified Employee Benefit Specialist (CEBS) benefits designation completed or in progress.
- 3–5 years of progressive benefits administration experience, with exposure to both full-time and part-time plans.
- Strong knowledge of extended health, dental, life, disability, retirement savings programs, CDCP, and statutory leave legislation.

- Experience administering disability and statutory leaves, with strong understanding of payroll/benefit alignment.
- Proficiency with ADP Workforce Now (WFN) and strong Excel skills for reporting, analysis, and premium calculations.
- Excellent communication, organizational, and problem-solving skills, with the ability to manage escalations and deliver effective employee presentations.

**ADDITIONAL INFORMATION**

- This role will be primarily based at our Burlington office; however, the successful candidate will be required to travel to our Brampton branch as operational needs arise.

**PAY RANGE:** \$50,000 - \$70,000 per year

**TO APPLY:** Please email your resume to [careers@switzer-carty.com](mailto:careers@switzer-carty.com), copying your direct manager.

Switzer-Carty Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-Carty welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

New Role