



# Benefits Assistant

**Location:** Santa Ana, CA

**Department:** Benefits

**Employment:** Full Time

**Salary:** TBD

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

We are seeking a dependable, energetic full-time Benefits Assistant to help with the administration of our employee benefits. This full time position will be based out of our Santa Ana Office.

## Responsibilities & Duties

- Maintain Employees HR files
- Assist with creating and managing employee's healthcare, 401(k) and Bay Area commuter benefits files
- Assist with Healthcare Enrollment/Change Forms; Cobra Notices
- Assist with processing 401(k) transmissions, coordinate loan and distribution process.
- Assist with ensuring the accuracy of employee benefits data related to payroll processing of deductions
- Assist with coordinating the Harassment Training
- Help coordinate annual open enrollment for healthcare
- Help manage the office supply ordering throughout the company
- Assist with managing vendors to ensure services are delivered, including reviewing invoices and confirming that timelines are met
- Special Projects as needed

## Qualifications Needed:

- Constantly maintain an exceptional level of confidentiality
- Ability to analyze large quantities of data
- Great attention to detail and ability to handle multiple tasks
- Hard-working and motivated; ability to meet deadlines
- Good computer skills with knowledge in using Microsoft Word and Excel
- Two to four years of experience in administration

**Benefits for Full-Time Employees**

- 401K with employer matching
- Healthcare benefit options
- PTO & Sick Leave
- Dental, Vision and Life AD&D
- Direct Deposit

**To Apply**

Please email your resume and cover letter to [dcoltrin@gso.com](mailto:dcoltrin@gso.com) and include your salary requirements for this position.

**EEO Commitment:**

GSO, a General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.