



## **BENEFITS COORDINATOR**

Human Resources  
Montgomery County, VA  
# 110312-1

The Montgomery County Human Resources Department is seeking a **Benefits Coordinator**. Reporting to the HR Director, this position will be responsible for benefits administration, to ensure employees and retirees receive and understand all medical, dental and optional benefits provided by the County. This position will act as a liaison with carriers, and will work to resolve claim disputes. This position provides a high level of customer service as this position will serve as the primary contact for benefit inquiries, eligibility, enrollment, status changes, coverage and other general inquiries. This position will conduct the benefits overview segment of new hire orientation, open enrollment sessions, and oversees benefits enrollment process for all new hires. Also serves as the County's COBRA point of contact ensuring compliance and coordination. This position is crucial for ensuring that all employees are enrolled in the appropriate benefits programs and that their records are kept up to date. This position may serve on various committees and special projects as appointed.

Associate Degree in related field preferred; two years of related experience preferred. The successful candidate must possess excellent oral and written communication skills, as well as the ability to maintain confidentiality and handle sensitive information. Position requires a high degree of accuracy and attention to detail, in a fast-paced environment.

Starting salary \$46,335-55,602; dependent on experience and qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at: [www.montgomerycountyva.gov/hr](http://www.montgomerycountyva.gov/hr). First review of applications begins **Monday, July 28, 2025**, position open until filled. For application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA, is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates, including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, or protected veteran status.

