

Junior Benefits Specialist

Community: Corporate

Location: Local

Remote: No

Travel Requirements: None

The Opportunity:

We're looking for an Associate Benefits Specialist to help us push the boundaries through the power of technology. We are dedicated and our team members bring that to work each day as they aim to advance in every region of the world. We provide dynamic products and services to the global community. We're focused on driving innovation and working with our clients to create a smarter environment.

We believe in the power of a truly diverse and inclusive workforce. As we expand globally, we are committed to making diversity, inclusion, and belonging a foundational part of not only our hiring practices, but who we are as a company.

For more information about us and our career opportunities, please visit www.LakePark.com.

The Associate Benefits Specialist is a key member of our HR Operations Team, reporting to the Director of Benefits. This individual will help to administer the organization's global employee benefit programs and will serve as the HR team's primary point of contact for benefits-related administrative duties and play an important role in global benefits communications and reporting. With employees in over 20 countries, this is a great opportunity for a self-starter who is eager to launch a career in global HR.

Primary responsibilities will include:

- Working closely with Accounts Payable and benefits vendors on invoice creation, reconciliation, and processing
- Administering monthly meal allowance benefit program and distribution of cards in Colombia
- Serving as in-house resource for employees with Tier 1 questions regarding Blackboard's benefit programs
- Developing and distributing benefits communications for onboarding, annual benefits enrollment, plan design changes, etc.
- Developing and managing topics for recurring benefit and wellness communications relevant to different countries
- Maintaining benefits section on Intranet
- Preparing and maintaining regular and ad hoc reports on benefits information for use by vendors, Accounts Payable, Payroll, HR, and senior management
- Submitting earnings data for Worker's Compensation programs in various locations

The Candidate:*Required skills/qualifications:*

- University degree in Human Resources or a business-related field, and/or equivalent combination of education and/or experience
- Fluency in written and spoken English at CEF B2 level or above
- Strong written and oral communications skills
- Basic knowledge of HR/personnel practices and principles
- Possesses strong analytical and problem-solving skills
- Proactive and ability to pay strong attention to detail
- Desire to collaborate with team members across several organizations, ask questions, and research to understand how to best respond to internal clients
- Proven ability to modify and adjust individual approach and delivery to fit specific situations
- Prior experience working with diverse populations
- Ability to work independently and multi-task in a highly dynamic environment
- Ability to handle a high level of confidentiality regarding employee information
- Ability to be agile and navigate change
- High level of proficiency using Microsoft Office applications (Excel, PowerPoint, Word, Outlook) and Office 365

Preferred skills/qualifications:

- 1+ year of prior relevant experience
- Prior experience working in a global organization on a geographically dispersed team

To ensure the safety and wellbeing of our employees during the COVID-19 pandemic, Blackboard positions are currently remote (where possible).

The Office:

Blackboard has an office located in Bogota, Colombia as a hub for the LAC market.

- Located in Capital Towers center in the financial district
- Excellent and secure area to eat lunch, have a walk, or dine after office hours
- Benefits in prepaid medicine, dental plan, and wellness allowance
- Easy access to public transportation close to two important avenues, Carrera 7 and Calle 100
- Free parking for employees and paid parking for visitors
- Multiple private spaces for virtual and face-to-face meetings
- Regular events like bring your dog to work day and ping-pong, foosball, and Mario Kart tournaments
- Sodexo card provided for employees
- Daily budget to spend on beverage vending machines
- Learn more about the Bogota office culture by checking out our [Facebook](#) page

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

Blackboard is an equal employment opportunity/affirmative action employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, gender identity/expression, protected military/veteran status, or any other legally protected factor.

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