

Benefits Administrative Assistant

About FPPA

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of only 55 staff located in Greenwood Village. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

Position Summary

We are looking for a Benefits Administrative Assistant to join our benefits team. This position works on a variety of special projects with administrative duties through the benefits division. As a member of the Benefits team you will be the primary assistant to the Death & Disability Benefit Coordinators. You will be the primary contact for medical advisors and medical secretaries on a day-to-day basis as well as other administrative tasks associated with the administration of the benefits.

Required Qualifications Summary

To be successful in this position you will need to have a minimum of 2 years professional experience in an administrative assistant, assistant benefits administrator or a customer service related position. A minimum of a high school diploma or GED is required. Experience in benefits administration or medical experience or knowledge is desirable. We are looking for a team player who can demonstrate excellence in communication, organization, proof reading and problem solving.

How do you apply?

Send your resume and cover letter to Human Resources, humanresources@fppaco.org.

FPPAco.org

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