

New Job Posting

August 26, 2022

MUNICIPAL MANAGEMENT TRAINEE – City of Kansas City, MO

Full-time position available with KCMO's Human Resources Department, Benefits Division, 414 East 12th Street. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists with the administration of City offered Benefits. Creates new employee processing packets. Processes new hires in PeopleSoft and closes out benefit events. Ensures the accuracy of all benefit documents and inputs this information into the system. Answers all incoming calls and assists employees that come into the division with questions or issues regarding benefits. Performs weekly and monthly audit and quality checks of benefit-related data. Handles all correspondence sent to the Benefits email box. Retrieves and processes mail. Assists with the annual Open Enrollment process and all other duties as assigned. This is a very customer-focused position. The ideal candidate possesses excellent time management and communication skills.

REQUIRES: an accredited Bachelor's degree. Preference given for prior Benefits Administrator experience and/or PeopleSoft experience, and excellent Microsoft Word and Excel skills.

Salary Range: \$22.52-\$33.78/hour

To Apply: Apply online at www.kcmo.gov/jobs **Application Deadline: September 12, 2022.**

EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.

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