



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur

DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

JOB POSTING

Position: Benefits Administrator II

Location: White Earth, MN

Pay: \$28.90/DOQ

Benefits: Full

Open: 09/01/2026

Close: 09/15/2026

Status: Full time

Position Summary:

This position is responsible for administering the benefits program of the White Earth Reservation Business Committee to ensure program participation.

Position's outcomes:

- Administers benefits plans
- Research and recommend enhancements to company benefits as well as reviewing and evaluating contracts for the most beneficial agreement for the company and its associates.
- Creates and completes reports.
- Develop and maintain electronic databases.
- Administers the exit process.
- Maintains good rapport with staff, organizational employees and external sources.
- Completes necessary benefit forms for employees leaving employment.
- Performs Health and Dental billing for White Earth Tribal employees.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Specialized knowledge of principles and procedures for benefit administration and personnel information systems.
- General knowledge of training, compensation, staffing, and employee relations.
- Ability to understand the implications of new information in the Benefits field, as well as general HR functions, for both current and future problem-solving and decision making.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Human Resources Department and the White Earth Tribal Council.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Ability to write reports, business correspondence and/or procedure manuals.

Qualifications:

- Two (2) year degree in Human Resources or related field and four (4) or more years' direct experience in benefit administration; or an equivalent combination of related education and experience.
- **Valid MN Driver's License and insurance for travel between sites and other business-related destinations.**

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment

Background Checks performed