



FMLA Specialist

Who we are

Custom Design Benefits is a third party administrator (TPA) of custom benefit packages for self-funded companies. For over 25 years, we have been pioneering a new direction through self-funding, strategic cost containment and benefit plans designed to work for our clients workforce.

Many clients partner with our Consumer Driven Services Division where we provide administrative services for FSA, FMLA, HRA, and COBRA management.

We place an extraordinary emphasis on providing caring and committed service that cannot be found anywhere else.

The Position

In this role, you will be implementing and administering FMLA programs for the employees of our clients. This may also include coordinating short-term disability payments when applicable.

The Ideal Candidate

Will have possess the following qualities: Strong verbal and written communication skills, have the ability to foster relationships, have problem solving skills and be confident regarding your decision making capacity. Previous experience with FMLA process is definitely a plus.

What we offer

Exceptional benefit package including quarterly performance reviews, annual merit increases, medical, dental, vision, STD/LTD, Life Insurance, and other supplemental programs, a rich PTO package and convenient location. We have a strong culture that values, education, collaboration and engagement.