Linde

**Title:** Benefit Intern  
**Location:** New Providence, NJ  
**Job Type:** Co-op/Internship  
**Compensation Type:** Hourly  
**Start Date:** 5/23/2016  
**Close Date:** 4/29/2016

**Job Description:** Seeking a Benefit Intern to assist with benefit communications and open enrollment, assist with implementation and rollout of new benefit vendors and programs, and assist with implementation and rollout of wellness programs. Ideally, this individual will be available to work through both the summer and fall semesters.

**Primary Responsibilities:**

- Assist with preparation, development, production, and distribution of benefit communications and presentations
- Assist with open enrollment activities including analyzing data and testing systems
- Proofread benefit communications, booklets, and contracts

**Qualifications:**

- Strong analytic skills
- Positive demeanor, highly dependable and motivated
- Work proactively to solve problems
- Self-directed with the ability to work independently as well as with a group
- Adjust to changing priorities and manage workload changes, including multitasking to meet deadlines.

**Required key skills (functional/technical):**

- Proficiency with Microsoft Office, e.g. Excel, Word, PowerPoint
- Strong quantitative skills
- Ability to analyse and solve problems
- Attention to detail
- Excellent organizational and time management skills

**Application Instructions:** Please send resumes to laura.coble@linde.com.