



# CITY OF BRIDGEPORT, CONNECTICUT

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## **Benefits Coordinator (Workers Compensation)**

The City of Bridgeport seeks a benefits specialist to coordinate workers' compensation and retiree benefits for approximately 2,000 lives. This position has primary responsibility for oversight of the City's workers' compensation program and the administration of group health benefits for retirees. The applicant must be familiar with practices and terminology pertaining to workers compensation, workplace safety, and group health benefits including Medicare A, B and D. Critical skills include Microsoft Office software, ability to manipulate large spreadsheets and high dollar calculations, excellence in detail handling, communication and customer service.

**To Apply:** Please mail, deliver or email a resume, a cover letter and three (3) references, to the Human Resources Office, 45 Lyon Terrace, Room 106, Bridgeport, CT 06604. Required documents can be emailed directly to [COB.JOBS@Bridgeportct.gov](mailto:COB.JOBS@Bridgeportct.gov).

Candidates will be subject to a full background investigation including pre-employment medical examination and drug screening.

The above job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

### **An Equal Opportunity Employer MF/AA/DIS**

For further information and contact:  
HUMAN RESOURCES ADMINISTRATION  
45 LYON TERRACE, ROOM 106  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7224