Hermann Sons Life
Member Benefits Representative
For Member Benefits Department

The Member Benefits Representative reports to the Vice President of Member Benefits.
The Member Benefits Department handles all Member Benefits offered by Hermann Sons Life.
They currently include:

- Dance
- Camp
- Retirement Home
- Lodges
- Community Service

Member Benefits duties include, but are not limited to the following:

- Plan, assist, attend and work all Home Office community service and fund-raising projects
- Plan and assist with annual Flag Day ceremony
- Work directly with the Vice President of Member Benefits on planning and executing annual statewide event and/or convention.
- Collect, compile and evaluate all Lodge reporting
- Collect donations for multiple projects
- Prepare correspondence for Home Office and Lodge events as needed.
- Collect and process Camp and Dance registrations
- Assist members with questions about all of the Member Benefits
- Set up appointments with Retirement Home applicants, Home Office physician and VP of Member Benefits for interviews
- Compile and monitor Dance Class financials
- Prepare annual Lodge and Dance Class binders
- Visit Dance Classes as needed
- Assist with merchandise orders and inventory
- Prepare purchase orders and bills for processing for all of the Member Benefits.

Qualifications:

- High school diploma (some college)
- 1-2 years of office experience
- Must be able to use Microsoft Office software (Excel, Access, Word and Power Point)
- Must know how to manage Facebook
- Willing to work nights and weekends, as needed
- Prior knowledge of the above listed benefits preferred, but not required

Employee Benefits:

- Paid vacation, holidays, sick and funeral leave
- Family and medical leave
- A 401(k) retirement plan
- Group medical insurance
- Life insurance
- Reimbursed travel when required