

UAW Healthcare Benefits / Retirement Representative

Resume Submittal Guidance

UAW Local 42

Position Overview

UAW Local 42 is seeking a knowledgeable, dependable, and professional bargaining unit member in good standing to serve as its Healthcare Benefits / Retirement Representative. This position plays a critical role in supporting members by providing clear, accurate, and timely guidance regarding healthcare benefits, retirement programs, and the Volkswagen 401(k) savings plan. The individual in this role will be expected to interpret benefits-related information carefully, communicate it effectively to employees, and help ensure members are able to make informed decisions about their financial security and healthcare coverage within the framework of the CBA. Because this position involves extremely sensitive personal and financial matters, the representative must demonstrate sound judgment, discretion, and a strong commitment to accuracy and privacy at all times. The candidate will learn the specifics of Health Insurance Portability and Accountability Act (HIPAA).

Available training and subject matter expertise from the local and international UAW will be utilized as appropriate. Altering schedules to assist members on various shift patterns may be necessary at times. Maintaining communication with the Local Union structure as appropriate is expected. This is an appointed position requiring vetting and concurrence through a Local, Regional, and International UAW process. Any supporting documentation, credentials, and relevant experiences should be provided on the resume.

Key Responsibilities

- Provide accurate guidance and member education regarding healthcare benefits, retirement programs, and related plan options.
- Interpret and explain applicable Collective Bargaining Agreement (CBA) language related to benefits, retirement, and employee eligibility.
- Assist employees in understanding, evaluating, and navigating their 401(k) elections, benefit enrollments, and retirement planning resources.
- Respond promptly and professionally to employee questions, concerns, and requests for clarification related to benefits and retirement matters.
- Maintain current knowledge of benefit plan changes, policy updates, and relevant procedures to ensure all information shared is accurate and up to date.

- Manage confidential employee, medical, and financial information with the highest level of professionalism, discretion, and integrity.
- Collaborate with internal union leadership, company representatives, and the International UAW Benefits Department to resolve issues and obtain accurate information.
- Serve as a trusted resource for members by fostering positive working relationships and delivering consistent, high-quality member support.

Qualifications

- Existing knowledge of healthcare benefits, retirement plans, and related employee support resources are a plus.
- Ability to interpret complex benefits information and communicate it clearly and effectively to a diverse workforce.
- Strong attention to detail, with a commitment to accuracy, consistency, and thorough follow-through.
- Ability to manage confidential and sensitive information in a professional and trustworthy manner.
- Excellent interpersonal, communication, and customer service skills.
- Ability to work collaboratively with union leadership, external departments, and employees at all levels.
- Commitment to ongoing learning, training, and professional development in benefits and retirement administration.

Expectations

UAW Local 42 is committed to ensuring that members have access to reliable information, effective support, and informed guidance regarding their benefits and retirement planning. The Healthcare Benefits / Retirement Representative is expected to serve as a dependable and approachable point of contact, who proactively engages members based on their needs. Demonstrating professionalism, responsiveness, and a high standard of confidentiality in every interaction is expected. Success in this role requires an enthusiastic approach to learning about the subject matter on an ongoing basis, attaining strong working knowledge of benefits-related matters, excellent communication skills, and a genuine commitment to supporting the needs and well-being of the membership.