



Sr. US Retirement Plan Consultant

Alcon, Inc. is the world's leading eye care company with sales of \$6.3 billion in 2008. The company's nearly 15,000 employees worldwide, work in 75 facilities around the world to research, develop, manufacture and sell eye care products in more than 180 countries. Alcon is the largest specialty eye care company in the world and leads the growing \$14.5 billion market for eye care products. Alcon has delivered strong and stable growth for more than 60 years, and it is positioned to build on this record in the years to come. For 11 consecutive years, Fortune magazine has selected Alcon as "One of the 100 Best Companies to Work For". Alcon's U.S. Headquarters are at its 300-acre campus in Fort Worth, Texas. For more information on Alcon, Inc., visit the Company's web site at www.alcon.com.

Description:

Responsible for oversight of all functions related to company-sponsored US retirement plans, including defined contribution 401(k) and money purchase plans and non-qualified executive retirement plans: Oversees daily internal and external administration of US and Puerto Rico retirement and savings plans; plan value 1 billion+. Works closely with external retirement plan record keeper to ensure accuracy in accounts and maintain expected levels of service.

- Audits and reconciles financial information and benefit calculations from vendors to ensure accuracy.
- Ensures compliance with existing and new laws/regulations applicable to U.S. defined contribution retirement plans and with written plan provisions.
- Provides financial & competitive analysis to support retirement benefit changes/additions; implements any plan changes, coordinating internal and external administrative changes and employee communication.
- Primary contact for all audits of US retirement plans.
- Responsible for employee retirement planning/financial education program and executive financial planning program.
- Handles administration and communication of US Executive benefit plans including ESCP/ASERP, Deferred Compensation, Executive Universal Life and Excess 401(k) plans. Ensures accuracy in tax and payroll matters as related to these programs. Manages external vendors for executive retirement plans.
- Manages employee communications for the retirement and executive benefit plans. Conducts presentations to employees and management on retirement plans. Counsels with all levels of employees and dependents regarding these plans.

Minimum Education Requirements:

- Bachelor's degree in Business Administration, Accounting or Finance

Minimum Experience Requirements:

- 10 or more years experience in employee benefits design/administration, including at least 5 years experience working with US defined contribution retirement plans.
- Experience with defined benefit pension plans and non-qualified executive retirement plans highly desirable.
- Must possess excellent communication and presentation skills as well as strong analytical and financial skills, including extensive Excel spreadsheeting experience.
- Must have good working knowledge of laws and regulations affecting US defined contribution retirement plans.

Alcon is an Equal Opportunity Employer committed to quality through diversity. M/F/D/V. Pre-employment drug testing

Our generous benefits package includes the Alcon 401(k) Plan which matches employee contributions up to 5% of eligible pay at the rate of \$1.00 for each dollar contributed, and the Alcon Retirement Plan (ARP), a qualified plan in which Alcon contributes 7% of eligible pay to the accounts of all eligible employees. By combining the Company's contributions to the 401(k) and ARP, employees can receive up to 12% of eligible pay from Alcon towards retirement. Alcon also offers medical, dental, vision, life and disability coverage, an on-site fitness center and much more. Consider having all this in a fast paced environment within a stable world-class organization.

Please submit applications to www.alconcareers.com