



Ref No: **50106316**

Are you looking for a challenge? Does working for an industry leader with a tradition of environmental commitment and service excellence sound like the challenge you are seeking? Consider joining the talented professionals at **Safety-Kleen Systems, Inc.**, where a commitment to excellence is deeply rooted in a strong sense of tradition. **Safety-Kleen Systems, Inc.** entire business model has revolved around keeping North American businesses Green. Not only do we help them resolve their waste management needs, we help reduce their carbon footprint at the same time. That's how we **MAKE GREEN WORK™**.

**Apply Here:**

[Safety-Kleen.com/careers](https://www.safety-kleen.com/careers)  
keyword: benefits, Ref No:  
50106316

From our modest beginnings in the late 1950's, Safety-Kleen has grown into a world-class environmental service organization and market leader in industrial hazardous waste management, parts cleaning technology and oil re-refining. We generate more than U.S. \$1 billion in annual revenue and our 4,200 employees continue to build on our history of innovation by developing new products and services to meet the changing needs of more than 330,000 customers across the United States, Puerto Rico, Canada and Mexico.

Safety-Kleen has an immediate opening for a **Benefits Manager** in Plano, TX. This position is responsible for managing the benefits staff and coordinating all aspects of the planning and administration of benefit programs to ensure cost minimization, employee understanding, satisfaction, as well as state and federal compliance. It will manage and evaluate current benefit plan strengths and weaknesses to ensure employee satisfaction and minimize costs, manages multiple provider relationships and ensures all company expectations are being met. This position will also plan and recommend future benefit programs, strategy, and plan changes as needed to meet the changing needs of the company and employees.

**Responsibilities:**

- Manages administration of employee benefit programs and ensures technical and regulatory compliance.
- Estimates and analyze components that make up annual benefits budget
- Analyzes vendor reports and program data/information to make recommendations for plan design changes/enhancements, targeted employee communications and understand industry trends/environment.
- Manages the vendor relationships to ensure smooth processes, performance goals and high customer satisfaction is achieved.
- Prepares communication pieces for benefit related topics for US and Canadian employees as well as write/refine benefit policies.
- Supervises benefit staff and maintenance of benefit records, employee files, and sharing of electronic data via file transfers.
- Responsible for administration of Canadian employee benefit programs and assist with employee and vendor inquiries.
- Responsible for all annual governmental filings and plan audits.
- Researches pension issues and annuities contracts.
- Performs other related duties as assigned by management.

**Responsibilities:**

- Bachelor's Degree required
- 5 to 7 years experience required
- Excellent communication skills, both written and verbal.
- Ability to work with little to no supervision
- Detail oriented
- Strong organizational and multi-tasking skills
- Ability to work with all levels of employees including high touch with executives, and effectively communicate with providers
- Strong analytical and problem solving skills. Sound understanding of SAP HR/Benefits System, reporting, plan set-up, etc.
- Ability to manage and coordinate multiple projects, people, and vendor contacts to meet all deadlines
- Knowledge of market competitive benefits design practices, trends, and market changes

**Benefits**

Safety-Kleen offers career training and growth opportunities. We offer a competitive pay rate and benefits packages that includes medical, dental and vision insurance; prescription drug coverage, disability benefits, life insurance, retirement savings plan, confidential employee assistance program; company-paid sick time, holidays and vacation time.

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**Safety-Kleen Systems, Inc.** is an Equal Opportunity Employer. M/F/D/V encouraged to apply. Employment contingent upon successful completion of background investigation. Pre-employment drug screening required. Environmentally-responsible business. Must be eligible to work in the United States.