

HINES

Assistant Benefits Manager Position

Hines is a privately owned real estate firm involved in real estate investment, development and property management worldwide. Hines is one of the largest real estate organizations in the world.

Hines seeks an Assistant Benefits Manager to perform a central role in the department and report directly to the Benefits Manager. Responsibilities include but are not limited to: manage day-to-day operations significant to the administration of the Hines health and welfare and 401(k) plans; supervise and direct two exempt level employees; write employee communications and benefit plan materials; and resolve escalated plan administration and vendor management issues.

Minimum requirements include:

- Extensive experience in the administration of health and welfare plan and 401(k) plans required
- Bachelor's degree from an accredited university
- Supervisory and team leadership experience required
- Strong project and vendor management skills required
- Strong written and verbal communication skills required
- Analytical and problem solving skills required
- CEBS certification or related coursework a plus

Bring your experience and drive to Hines and build a career with a global firm that has provided superior quality, service and value to its clients and investors for more than 50 years. We offer a competitive salary and provide our employees with a variety of outstanding benefits, programs and services. If you are looking for a career with a leader in the real estate industry and meet the above requirements, please apply online below at:

<http://www.Hines.com/careers>.

No calls or e-mails from third parties at this time, please.

Hines' success depends on our ability to fully capitalize on the knowledge, skills and experience of all of our employees. We are an equal opportunity employer and support workforce diversity.

www.Hines.com