

401K Administrator

Service Corporation International employs over 21,000 employees and has over 1,600 locations. We were recently named in the Houston Chronicle as one of the [TOP 10 BEST PERFORMING COMPANIES IN HOUSTON!](#) (Not to shabby!) We are near downtown with FREE covered parking, have an on-site Deli and Fitness Center and not to mention, a pretty cool Benefits Team. We want to add to the family with a 401K Administrator. I would be remiss to mention that Houston, TX was also recently ranked #1 on kiplinger.com List for the Best Cities in 2008.

Job Description:

This position administers processes and maintains company retirement programs as well as functions as a liaison between vendors and employees. Communicates with clients, verbally and in writing on issues related to daily plan operations. Researches and troubleshoots on an array of topics related to the 401(k). Plays a key role in assuring the accuracy of transaction processing and reporting.

Job Responsibilities:

- Ensure compliance with company policies, procedures and federal and state regulations.
- Responsible for maintaining all appropriate records, reports and files related to 401K administration.
- Assists the Benefits Manager in the day-to-day operations and administration for the 401K plan.
- Reviews weekly, monthly or annual reports and interfaces to ensure enrollments/deductions are processed in a timely fashion. Ensures that all exception/ errors reports are worked and corrected in timely manner.
- Responsible for maintaining all records, files and historical documentation to ensure accurate and total compliance with SOX audit requirements.
- May perform special projects and other complex clerical duties as requested by Benefits manager.
- Works with Benefit manager in providing information to auditors for completion of all retirement plan audits.

Education and Experience:

- High School Diploma or equivalent required
- Benefits administration experience-Minimum 2 years 401K experience
- Excellent interpersonal skills, oral and written communication skills and ability to work effectively with people at all levels of the company
- Ability to work in a team environment with a strong customer service focus. When necessary must be able to work independently.
- Knowledge and proficient with HRIS systems, preferably PeopleSoft and PC applications including MS office.
- Detail orientated and demonstrated commitment to completing assigned responsibilities with high level of accuracy and timeliness.
- Excellent interpersonal skills, oral and written communication skills and ability to work effectively with people at levels of the company.
- Ability to maintain confidential information.

To apply for this opportunity please [CLICK HERE](#)

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