



Benefits Specialist – Irving, Texas

Classification: Exempt (Nine 80's Schedule)

Reports to: Sr. Benefits/Wellness Manager

Date: 3/13/2017

Apply Online:

<https://www.safraan-group.com/offers/Our%20job%20openings>

Summary/Objective

The Benefits Specialist is responsible for the administration of the Shared Service Center's benefit plans and programs including group health & welfare plans, 401k and non-qualified retirement plans.

Essential Functions/Responsibilities

- Provide excellent customer service to employees and quickly resolve work order requests to ensure high outcomes for customer satisfaction.
- Interpret plan provisions and resolve complex employee benefit issues.
- Administer plans and programs in compliance with local, state, and federal regulations including ERISA, DOL, IRS, ADA, COBRA, HIPAA, FMLA, as well as company policies & procedures relating to benefit plans; maintain compliance for all benefit plans and implement amendments corresponding to regulatory changes.
- Manage eligibility for 401k plan and non-qualified retirement plan, employee & employer contributions, loans, and distributions to ensure plan operations are compliant. Work closely with record-keeper on contribution reconciliation and prepare documents for wire transfers to and from plan trustee.
- Assist with data collection and interface with auditors to provide information for annual 5500 preparation, related audits, annual disclosure reporting requirements, and non-discrimination testing for benefit plans.
- Perform periodic audits of HRIS benefit records to ensure accuracy of employee premium deductions, plan eligibility, participation, calculations/formulas, and data interfaces to vendors.
- Reconcile invoices and prepare records for affiliate allocations and benefit cost reporting.
- Collect data, prepare and maintain benefit KPI's on a monthly basis; analyze monthly budget performance and communicate discrepancies to management.
- Assist with coordinating the communication of all benefit programs including annual enrollment and plan changes as applicable.
- Manage and maintain positive vendor and third party relationships; perform service level reviews, provide feedback and implement service improvements.
- Provide analytical, administrative and implementation support for benefit plan design.

Job Requirements

- Ability to efficiently manage multiple tasks in a fast-paced environment.
- Demonstrate initiative and ownership of projects.



- Strong organizational and analytical skills and attention to detail.
- Self-motivated and proactive.
- Strong customer service competency.
- Analytical and problem solving skills.
- Experience with ad hoc reporting, Microsoft Office, advanced proficiency in Microsoft Excel a plus

Education

Minimum: BA/BS in Human Resources or equivalent

Experience

Minimum: 5 years recent experience in benefit plan management with a focus in retirement plan compliance required.

Preferred: 7+ in benefit plan management with focus on retirement compliance

Travel

Limited travel will be required for this position.

Accepting local candidates only*

This description has been designed to indicate the general nature and level of work performed by an employee within this position. The actual duties, responsibilities and qualifications may vary based on assignment or group. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, national origin, disability, veteran status, genetic data or other legally protected status.