



## DIRECTOR OF EMPLOYEE BENEFITS

### POSITION SUMMARY

- The primary function of this position is to solicit, research, recommend, propose, create, and administer all company sponsored employee benefit plans. This position supports and manages: tax and legal compliance, ERISA, PPACA, HCRA, FMLA, DOL, COBRA, ADA, HIPAA, 401k, IRS Section 125 Cafeteria Plans, and employee relations.
- Develop and manage a comprehensive benefit strategy to ensure talent attraction and retention while managing costs.
- We are looking for a passionate individual who is competitive, and can work as part of a Team in a fast paced rapidly changing environment

### ESSENTIAL FUNCTIONS

- Research, draft and recommend benefit plans for hourly, salary and executive employees
- Oversee the design, administration and communication of the company's and benefit programs
- Administer all benefit plans to ensure legal and tax compliance
- Develop, organize and participate in programs pertaining to open enrollment, employee onboarding, training, development, and participation rates
- Analyze current processes, document findings and make recommendations based on findings to increase efficiency and streamline daily operations
- Audit all benefit plans
- Create benefit reports for Senior Leaders with narratives analyzing expenditures and recommendations
- Contract negotiations with Vendors for benefit plans, third party administrators, service providers
- Create uniform RFP's for potential vendors
- Analyze benefit programs vs peer group companies
- Stay current of latest benefit trends looking to reduce costs while providing better benefits
- Champion the Company's values and safety-based culture; contribute to the ability of the organization to attract and retain a high performing team.
- Support the continued development of our employment brand and culture that will attract next-level talent and retain business-critical employees.
- Support acquisitions through due diligence and on boarding

### PREFERRED QUALIFICATIONS

- BS Degree in Human Resources, Business Administration, or related preferred
- 7-10 years of Benefits Management experience
- Passionate, competitive, and possess the desire to win.
- Strong work ethic, and the desire to lead the organization through change at a fast pace
- Demonstrated ability to work successfully and effectively as part of a Team
- Proven knowledge of concepts, laws, practices and procedures within Human Resources including: ERISA, PPACA, HCRA, FMLA, DOL, COBRA, ADA, HIPAA, 401K, IRS Section 125 Cafeteria Plans
- Fully proficient in Microsoft Word, Excel, PowerPoint, Adobe
- Intermediate to Advanced Microsoft Excel (create pivot tables, Vlookups, write/create complex formulas, create graphs)



- Demonstrated ability to negotiate contracts and RFP's
- Experience working in a manufacturing and/or distribution industry preferred
- Experienced in a hub (support center), and spoke (diverse distribution center locations) business model
- Effective conflict resolution and decision-making skills.
- Strong and effective communicator both in person, and in writing.
- Experienced in setting policy and communicating it effectively.
- Merger and acquisition experience in both due diligence and onboarding

#### **REQUIRED QUALIFICATIONS**

- Must be able to travel as needed (10-20%), including occasional overnight travel
- Ability to pass drug test and background verifications
- Must have a valid Driver's License and a clean driving record