



Delta Global Services Benefits Manager-Atlanta, GA

Delta Global Services, a wholly owned subsidiary of Delta Air Lines is seeking a Benefits Manager for the Atlanta, GA Corporate office. The Benefits Manager will lead and direct all functions associated with the administration of employee benefit programs to include, but not limited to: health, dental, disability, basic and voluntary life insurance, employee assistance program (EAP), 401(k) savings plan, workers compensation and wellness programs.

ESSENTIAL FUNCTIONS/TASKS

- Manages the day to day work activities and supervises the benefits staff to resolve employee questions regarding benefits plans.
- Evaluates competitive trends in benefits coverage, employee demographics and budgetary conditions to recommend changes and additions to the benefits package.
- Manages the workers compensation program to include:
 - providing oversight of Third Party Adjuster (TPA)
 - developing and distributing monthly analysis and trending reports to leadership
 - partners with Safety and Human Resources to ensure proper medical management programs are in place and administered
 - leads claims management process with TPA
- Assures company compliance with provisions of Employee Retirement Income Security Act. Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor and other regulatory agencies.
- Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to management
- Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
- Oversees benefit HRIS process to define system functionality and capabilities and ensures all data entry is accurate and consistent.
- Oversees open enrollment processes for medical, dental, Life (AD&D and supplemental) and disability plans.
- Develops specifications for new plans or modifies existing plans to maintain company's competitive position in labor market and obtains uniform benefit package for all company locations.
- Develops census data and solicits insurance companies for quotations during annual renewal. Evaluates quotations and makes recommendations to management. Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee.
- Reviews benefit billings/expenses on a monthly basis and prepares and reviews the benefits and department operational budgets; expenditures and analyzes variances.
- Manages vendor and broker relationships.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of ERISA, Cafeteria Plans, ACA, COBRA, Federal and State regulations. Excellent computer skills with proficiency in word, excel, access and HRIS system. Excellent verbal and written communication skills. Must be detailed oriented and able to analyze, read and interpret data.

EDUCATION: Bachelor's Degree or equivalent work experience preferred. 2-5 years of Benefits experience required.

Interested candidates can e-mail resume to: aviationjobs@dalgs.com or contact Lisa Burns at 404-773-0452.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.