

Benefits Supervisor – James Avery Craftsman, Inc.

Job Summary

The Benefits Supervisor will be responsible for the administration and education of the JAC Benefit Program. The plans within the Program include: 401(k) retirement, Medical and Rx (including High Deductible with a Health Savings Account), Life & Accident, Disability, Leave and Occupational Injury. This position will consult and advise employees on eligibility and plan design features through orientations, meetings and one on one sessions. The Supervisor-Benefits will also lead, direct, evaluate and develop a team of benefit professionals to ensure that the JAC Benefit Program is operating effectively and that the organization complies with all relevant regulations, laws and employment standards.

Essential Functions

1. Lead the development of educational training programs and materials in order to increase employee knowledge of the various plans within the Benefit Program including, but not limited to, High Deductible Health plans, Health Savings Accounts, Employee Leave Benefits, Occupational Injury and 401(k).
2. Evaluate Benefit Program administrative processes, and make recommendations to improve the efficiency and effectiveness of the function.
3. Manage financial reporting of plans within the Benefit Program, including current costs, invoicing, budgeting/planning future costs, and estimating costs related to recommended changes.
4. Manage the Annual Enrollment process including developing and conducting employee presentations, developing and fulfilling packet material contents and providing support to the benefits team on employee questions.
5. Recommend and assist in the development of new Benefit Program and Wellness initiatives and provide direction to benefits team during implementation.
6. Manage the necessary tracking and reporting requirements as outlined under the Affordable Care Act.
7. Coordinate the development and distribution of all Summary Plan Descriptions, governmental notices and other required material to employees.
8. Lead the execution of the 401(k) Education Plan and serve as a resource for employee questions and plan features.
9. Serve as the primary contact for vendor relationships and also in the implementation of new Benefit Program vendors as necessary.
10. Participate in 401(k) committee meetings.
12. Observe all safety regulations; participate in safety training; report all unsafe conditions to the appropriate company personnel.
13. Adhere to Company policies including but not limited to the Attendance Guideline, Freedom from Harassment and Employee Discount Guideline

14. The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities needed to perform the job. Please note that management retains the right to assign or reassign duties and responsibilities to this job at any time. The ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, integrity, and the ability to work productively as a member of a team or work group are basic requirements of all positions at James Avery Jewelry.

Other Duties

1. Consistently demonstrates strong written and verbal communication skills; a strong attention to detail and a high degree of organizational skills. Must be able to multitask in a fast paced environment. Builds and maintains effective relationships with internal and external stakeholders. Collaborates with the team, both departmental and with cross functional teams to build positive working relationships and establish a high level of trust and credibility throughout the organization.

Minimum Requirements

1. Bachelor's degree or equivalent work experience required.
2. Five years of work experience within an Employee Benefits or Human Resources environment required.
3. Experience implementing and administering self-funded health plans, Health Savings Accounts and 401(k) plans required.
4. Knowledge of Federal and State regulations including, but not limited to, ERISA, FMLA, ACA, Cafeteria Plan, HIPAA and COBRA regulations required.
5. Experience in developing and presenting benefit plan enrollment and education materials required.
6. Ability to travel to manufacturing, corporate and retail locations up to 20% required.
7. Advanced knowledge of Excel functions including VLOOKUPS, Pivot Tables, Nested If Statements and data sorting preferred.
8. Knowledge of Non Subscriber Occupational Injury plans preferred.
9. Prior experience within an employee benefit vendor, administrator or consulting firm preferred.
10. Ability to pass and maintain valid driver's license and continually meet company's Motor Vehicle Insurance requirements.
11. Pass a background check as well as an alcohol, controlled substance, and illegal drug screen that meets Company standards before beginning regular employment.

Please apply at: <http://bit.ly/2xSeF5C>