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## SENIOR BENEFITS MANAGER

Requisition Number

24816.7

Location

San Antonio, TX, US

COMPANY NAME: Zachry Industrial

JOB TITLE: Senior Benefits Manager

DEPARTMENT: Total Employee Rewards Department

LOCATION: San Antonio, TX.

### Who are we?

Zachry Group is America's pacesetter in turnkey construction, engineering, maintenance, turnaround and fabrication services in the power, energy, chemicals, manufacturing and industrial sectors. It works with customers to plan, build, and renew their most critical facilities, so they can achieve their immediate and long-term goals, all at the highest safety standards. Zachry Group operates 35 offices, with more than 20,000 employees working in more than 400 locations nationwide. Please visit [www.zachrygroup.com](http://www.zachrygroup.com) for more information.

### Is Zachry Group right for you?

We look for people who are interested in making a career at Zachry because we believe in the value of long tenured employees, whether in craft, supervisory, administrative or managerial roles.

We recruit for a combination of skills and character. We look for people who are performance-oriented and want to be part of something bigger. People who see work as more than just a job and want to work in an environment where they are known, respected and valued.

### Why is this a great opportunity?

This is a rare opportunity to advance an exciting and fulfilling career with Zachry Group's cutting edge Benefits team. We want to talk to Benefits professionals with proven experience running a Benefits department. The whole enchilada, plus an enticing side dish of business acumen.

The Senior Benefits Manager leads a team in the design, assessment, implementation and administration of employee and retiree benefits plans, programs, services and suppliers. Manages

program development and execution to ensure that benefits offered align with Zachry's total employee rewards strategy, while ensuring compliance and effective cost management. Provides guidance and solutions covering a wide range of benefit programs, including health and welfare, retirement, work-life, wellness, voluntary benefits and time off programs. Works collaboratively with all areas of the business. Sound good to you? Join us

What you'll do as a Senior Benefits Manager:

- Provides leadership in the design, assessment, implementation and administration of employee and retiree benefit plans, programs, services and suppliers.
- Ensures company compliance with provisions of ERISA, HIPAA, COBRA, ACA, FMLA, and other federal and local regulatory and legislative requirements. Oversees preparation of regulatory filings with federal and state agencies, including IRS, DOL, PBGC and other regulatory agencies.
- Monitors regulatory changes that could impact current benefit programs and provides recommendations to ensure compliance with regulations and established policies and procedures.
- Establishes partnerships with outside vendors and consultants to incorporate industry best practices, trends, processes and products and services into current benefit program strategies.
- Ensures all benefit programs are competitive and cost effective by monitoring and analyzing program expenses, plan design effectiveness, and identifying opportunities for improvement.
- Applies advanced principals, theories and concepts to determine optional solutions.
- Provides insight and guidance to senior leadership on complex issues.
- Responsible for work of benefits manager and team of individual contributors. Establishes performance expectations and provides feedback, coaching and career counseling for direct reports and matrixed team members. Manages resources to ensure optimum efficiency and effective services.
- Represents Benefits on enterprise-wide initiatives and teams.
- Other duties as assigned.

Requirements

What you'll need:

- Bachelor's degree or higher in Human Resources or closely related field.
- 5 or more years of progressive experience leading a benefits team in a large complex employer setting.

- Knowledge of employee benefits policies, contracts, service agreements, implementation, and regulatory reporting requirements.
- Excellent communication skills: written, conversational, through technology and presenting. Exceptional interpersonal skills with the ability to perform with the upmost integrity in a professional and ethical manner.
- Collaborative business style and ability to work effectively across all levels of the organization, with external partners, and with team members.
- Demonstrated track record of innovating and evolving benefit plan design and administration based on the needs of the organization with a positive customer experience orientation.
- Demonstrated leadership and ability to coach and develop team members and nurture an engaged positively performing team.
- Experience working with cross functional teams to drive results; the ability to lead through change and influence leaders and team members to drive winning outcomes.
- Strong computer skills and demonstrated ability with the Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Ability to travel up to 10% of the time.
- Confidentiality is critical to success.

What is an added plus?

- Certified Employee Benefits Specialist (CEBS), Certified Benefit Professional (CBP), or other related certification.
- 10 or more years of experience leading employee benefits.
- Speaks, reads and understands Spanish.

#### PHYSICAL DEMANDS

Employee will be required to communicate in person, via telephone, email, use of arm/hand steadiness, manual dexterity, finger dexterity, multi limb coordination, oral expression, and comprehension. May be required to lift, carry and move objects safely. Must possess a vision (corrected or uncorrected) that allows for clear visibility from a distance of 20 inches or less.

#### WORK ENVIRONMENT

Work will be in a conservative corporate office environment operating and functioning at a fast pace. Working out of cubicles near other various colleagues who are also in cubes. Some may refer to these workspaces as cube farms. Our corporate campus includes an on-site café with various daily breakfast, lunch and snack-time selections, a sizeable fitness center equipped with various state of the art work out equipment & weights, outdoor walking/jogging-path, herb garden, basketball half-court, sand-volley ball court, soccer field, as well as a clinic with a certified nurse practitioner. Office noise will be low and generally consist of cube neighbors' phone-calls, conversations and/or laughter. You can expect people to treat you with friendliness and respect throughout the Zachry campus.

The above description covers the fundamental responsibilities of the Senior Benefits Manager position. It shall not be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.

Zachry Group is dedicated to providing a Safe and Drug Free work environment; and is an Equal Opportunity Employer.

Company Benefits:

Meaningful Work

Team-Based Culture

Opportunity for Growth