Retirement & Financial Benefits Lead   Houston, TX

Overview

When you join Hines, you will work alongside innovative leaders who set the standards responsible for our reputation as an industry leader today, and you'll be a part of shaping our future in the years to come.

Responsibilities

As a Retirement & Financial Benefits Lead with Hines, you will be responsible for administering and directing day-to-day operations for the company's defined contribution plans and other tax favored and/or financially oriented benefits in the U.S. and Canada. You will engage with multiple internal partners, vendors, and advisors to provide top tier plan management and customer service to a diverse and growing work force. Responsibilities will include, but are not limited to:

- Serve as primary contact for employees, vendors, and advisors
- Work with internal partners (HRIS, Payroll) to ensure timely and accurate eligibility, enrollment, and deferrals
- Review and approve loans, distributions, rollovers, and QDROs in accordance with plan rules
- Facilitate resolution for plan related service issues and administrative errors
- Prepare and deliver various reports as requested
- Partner with vendors and/or advisors to develop communications tools to enhance understanding of the company's offerings
- Maintain employee facing plan materials and work with vendors and consultants on communication/education strategies
- Maintain and distribute required legal notices, plan documents and summary plan descriptions
- Ensure compliance with applicable provisions of ERISA, HIPAA, COBRA, ACA, FMLA, Section 125, and other federal and local regulatory and legislative requirements
- Complete regulatory filings with federal and state agencies, including IRS, DOL, PBGC and other regulatory agencies
- Oversee annual plan audits and non-discrimination testing
- Consult with internal and external counsel to ensure compliance and adoption of best practices
- Organize quarterly committee meetings
- Ability to meet highest attendance requirements

Qualifications

- Bachelor's Degree from an accredited university
- Five or more years of plan administration experience, with focus on retirement and tax favored benefits
- Excellent written and verbal communication skills
- Strong analytical skills and a thorough knowledge of plan design

- Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines
- Advanced knowledge of retirement plans and financial benefits such as 401(k)s, FSAs, HSAs, HRAs, and QTBs as well as applicable laws
- Knowledge of all pertinent municipal, federal, and state regulations affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, and Section 125
- Proficient with Microsoft Office Suite or similar software; intermediate to advanced Excel knowledge preferred

Closing

Hines is a privately owned global real estate investment firm founded in 1957 with a presence in 240 cities in 27 countries. Hines oversees a portfolio of assets under management valued at approximately $160.9 billion[1], including $81.7 billion in assets under management for which Hines serves as investment manager, and $79.2 billion representing more than 172.9 million square feet of assets for which Hines provides third-party property level services. Historically, Hines has developed, redeveloped or acquired approximately 1,450 properties, totaling over 485 million square feet. The firm has more than 180 developments currently underway around the world. With extensive experience in investments across the risk spectrum and all property types, and a pioneering commitment to ESG, Hines is one of the largest and most-respected real estate organizations in the world. Visit www.hines.com for more information. [1]Includes both the global Hines organization as well as RIA AUM as of December 31, 2020.

We are an equal opportunity employer and support workforce diversity.

To apply, please visit:
https://careers-hines.icims.com/jobs/7837/retirement-%26-financial-benefits-lead/job?mode=view&mobile=false&width=658&height=500&bga=true&needsRedirect=false&jan1offset=-360& jun1offset=-300