



Benefits Manager

Fort Smith, Arkansas

Job Details:

Full-time | \$50,000 - \$80,000 / year
1100 Garrison Avenue, Fort Smith, AR 72901
Immediate Opening

How to Apply:

Apply online at [Propak Careers](#).
Email your resume to mmccurry@propak.com.

Job Description:

Responsible for administration of employee benefits and leave of absence programs in all company operations. As needed, provides special guidance and assistance to all locations on various employee benefit plans. Surveys industry and/ or community to determine company's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

Essential Functions:

- Maintains in-depth knowledge and expertise in employee benefits services, makes recommendations on pending legislative actions regarding benefits, conduct benefits research, responds to benefits issues, and answer benefits queries.
- Manage the configuration and data set-up tables of the Propak HR/Payroll system, benefits section, in relation to how these tables affect how employee benefits transactions are edited and processed throughout the system.
- Positive interaction with a diverse population of staff and customers of diverse backgrounds, learning styles and socio economic and ethnic backgrounds.
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution.
- Maintains contact in person, by phone or mail, with hospitals, physicians, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Supervise preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies.
- Review and analyze changes to state and federal laws pertaining to benefits and reports necessary or suggested changes to management.
- Benchmark our benefits with other companies to develop specific recommendations for review by management.
- Assure company compliance with provision of Employee Retirement Income Security Act and administer company retirement plans.
- Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.).
- Organize Annual Open Enrollment including the preparation of high quality, easy to understand materials and the coordination of other departments and external resources necessary for a successful event.
- Ensure that all plan documents, SPD's and SMM are current for all applicable programs. Distribute annual reports and oversee the completion of 5500's and benefit related audits.
- Oversee the day-to-day administration of all benefit programs to ensure accurate accounting of benefit plan premiums, consistent enrollment and eligibility practices, and proper COBRA plan administration.
- Additional duties as assigned.