

Benefits Specialist

Posted Date 5 days ago (11/3/2021 2:36 PM)

City

Irving

State/Province

Texas

Overview:



The chemistry inside innovation™

Celanese is a Fortune 500 global chemical innovation company that engineers and manufactures chemicals used in products essential to everyday living. Headquartered in Dallas, TX, we employ over 7,700 dedicated people working between 43 facilities across 18 countries. We are committed to employee growth and creating shareholder value to ensure continued opportunities make a difference. Our company focuses on the safety of its employees, provides competitive compensation (including benefits starting day 1), and emphasizes giving back to the community. For more information about Celanese and our products please visit www.celanese.com

Responsible for performing ongoing duties related to reporting, analysis, communication, and administration of Celanese benefits plans and programs.

Responsibilities:

- Assists with administration/recordkeeping of benefit plans including health, dental, vision, HSA, FSA, defined benefit, defined contribution retirement plans as well as voluntary benefit programs and QMSCOs.
- Assists with HSA reconciliations and verifies compliance with IRS contribution limits; manages limited use FSA/DCSA plans; advanced Excel skills required for these tasks.
- Responsible for updating the artificial intelligence tool (Chemi the Chatbot) with relevant and up-to-date benefit questions and answers

- Ensures timely processing of multiple benefit provider invoices, accruals and pension payments. Knowledge of SAP is required.
- Assists with annual process of wellness program including tracking wellness physical completion.
- Serves as resource for employees, managers, HR representatives and plan participants seeking information regarding a wide range of benefit plans, answers internal and external benefit escalation cases for prompt and satisfactory resolution.
- Collaborates with benefits leader and external consultant to review existing employee benefits with those of other employers to help formulate appropriate benefit plans/programs for Celanese.
- Researches participant records for internal and external information requests and inquiries, including verification of data for actuarial valuations, plan audits, etc.
- Comfortable with public speaking and live presentations to include recording an annual new hire orientation presentation to be used in our virtual new hire orientation sessions.
- Helps ensure compliance with all benefit plan legislation by maintaining knowledge and understanding of ERISA, IRS regulations, the Affordable Care Act, and other Federal, State, and Local related legislation.
- Complies with HIPPA privacy laws and is always sensitive to confidentiality
- Assists with other benefits projects as needed

Qualifications:

- Bachelor's Degree preferred
- 2-3+ years' experience in employee benefit plan administration; some knowledge of employee benefit laws and compliance related to employee benefits; project management expertise; and knowledge of pension and retirement plan administration
- Required computer skills include Word, Advanced Excel skills and PowerPoint and working knowledge of SAP preferred
- Proven accounting or finance experience
- Interpersonal and communication skills, with high level of tact, diplomacy, and confidentiality
- Self-motivated and independent thinker that can prioritize and manage multiple priorities simultaneously

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