

Health/Wellbeing Benefits Manager

Posted Date 5 days ago (11/3/2021 2:57 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 playing a key role in the design, development and administration of innovative, competitive, and cost-effective wellbeing/benefit plans including medical, retiree medical, international medical/dental plan, dental, vision, life insurance, disability, health savings accounts, and other benefit programs.

Responsibilities:

- Oversee day-to-day administration of all benefit plans, COBRA, direct-bill, HIPAA, and other benefit activities to ensure efficient processing and exceptional customer service; maintain current plan documents; execute all year-end processes
- Work collaboratively with other members of the wellbeing team to integrate and initiate wellness programs, provide training and education to align with our health plans and recommend strategies to improve overall wellbeing
- Manage administration of wellness physical process, ensure report results provided to sites and vendors, execute communication strategy

- Ensure execution of timely and accurate benefit open enrollment end-to-end process and oversee benefit administration site management; engage, educate, and support employees, retirees, HR Business Partners, and leadership in all benefit matters
- Maintain vendor relationships for TPAs and consultants including administration and service level agreements; coordinate/schedule annual/quarterly reviews with healthcare plan providers; manage vendor payments
- Ensure timely compliance of all annual governmental reporting and filings/procedures to include H&W plan audit, 5500 extension/submission, annual CMS filing, ACA 1095C corrections/submissions, and ensure compliance with all benefit plan legislation by maintaining up-to-date knowledge and understanding of ERISA, IRS regulations, the Affordable Care Act, and other Federal, State, and Local related legislation
- Manage HSA reconciliation/error correction/audit; manage limited use FSA/DCSA plans; conduct annual DCSA non-discrimination testing
- Comply with all assigned SOX controls
- Oversee LTD/STD administration and plan provisions to include vendor management; coordinate and collaborate on FMLA situations with other HR professionals; coordinate timely direct bill processing with TPA
- Maintain wellness website; coordinate communication calendar and regular wellness updates with vendors and internal communications team; ensure timely updates to internal Chatbot; manage content for new hire orientation
- Other duties/projects as assigned

Qualifications:

- Bachelor's Degree Preferred
- Required Experience: Minimum 6-8 years of professional experience in employee benefits with experience in a supervisory/leadership role.
- Strong computer skills, including Word, Excel, and PowerPoint with knowledge of SAP preferred
- Self-motivated and independent thinker who can prioritize and effectively handle issues, demands and competing priorities simultaneously; strong project management, research, critical thinking, analytical, and problem-solving skills
- Interpersonal and communication skills (both written and verbal), with high level of tact, diplomacy, and confidentiality; ability to communicate at all levels of the organization
- Ability to find innovative solutions and focus on continuous improvement, and champion change
- Experience with design and administration of benefit programs
- Experience with vendor/consultant management
- Ability to drive tasks to completion to achieve key objectives and results

- Able to handle highly sensitive HR information in a confidential and professional manner
- Thorough knowledge and understanding of HR and benefits laws and legal compliance.

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