



Position Title: Benefits Analyst

Location: Houston, Texas

About Us:

Cornerstone Building Brands is the largest manufacturer of exterior building products in North America. Our comprehensive portfolio spans the breadth of the residential and commercial markets, while our expansive footprint enables us to serve customers and communities across North America. Our relentless focus on excellence combined with our ongoing commitment to innovation and R&D has driven us to become the #1 manufacturer of windows, vinyl siding, insulated metal panels, metal roofing and wall systems, and metal accessories. We believe every building we create, and every part of that building, positively contributes to communities where people live, work and play.

Job Summary:

The Benefits Analyst is primarily focused on supporting the outsourced benefits administration processes including the responsibility of report generation, coordination with the outsourced vendor and coordination with other health and welfare benefits vendor partners. Additionally, this solely supports employee, manager and field HR inquiries related to all health and welfare benefit programs and works to resolve issues that arise and escalate other benefits issues that are not easily resolved.

Specific Job/Skills:

The ideal candidate for the role is an analytical thinker, has knowledge of HR guidelines, policies, and procedures. The ideal candidate will also possess strong organizational, prioritization, follow through and multi-tasking skills, is self-directed to complete work on time, is able to manage significant workload with strong resolution skills, and enjoys working with confidential and/or complex situations.

Areas of Responsibility:

- Primarily responsible for supporting the outsourced benefits administration environment via reporting, case tracking and auditing of enrollments and related contributions. Will also support benefits accounting activities such as termination audits, wellness credit audits, etc.
- Secondarily supports employee and field HR benefits-related inquiries
- Advise management on emerging vendor management issues and take appropriate action as required.



- Continually seek opportunities to improve overall programs and administration or specific process components and provide appropriate recommendations to management.
- Excellent interpersonal skills to deal with employee medical conditions and confidences appropriately
- Position deals extensively with highly confidential information
- Excellent organizational skills and attention to detail and accuracy needed
- Must be self-directed and able to operate with a high degree of independence
- Ability to handle multiple tasks simultaneously in a fast-paced environment

Requirements:

- 5+ years' benefits administration experience
- Strong system reporting capabilities and/or intermediate Excel skills
- Bachelor's Degree or equivalent experience
- Experience working with outsourced vendor management

Cornerstone Building Brands is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, religion, color, protected veteran status, disability, sex, gender identity, sexual orientation, or national origin.

Must be at least 18 years of age to apply.