

[https://www.varsitycentral.com/us/en/job/BN 22-3724/Sr-Benefits-Specialist](https://www.varsitycentral.com/us/en/job/BN_22-3724/Sr-Benefits-Specialist)



## **BSN SPORTS™**

**POSITION TITLE:** Senior Benefits Specialist

**DEPARTMENT:** Human Resources / Total Rewards

**POSITION REPORTS TO:** Benefits Manager

### **COMPANY OVERVIEW:**

Varsity Brands inspires achievement and creates memorable experiences through elevating the student experience in Sport, Spirit and Achievement. We are the recognized leader in team athletic gear, the driving force in Cheer Leading, and the most trusted name in celebrating student milestones. We partner with educators, coaches and students to build student pride, student engagement and community spirit. We work as a team and live strongly by our values.

### **POSITION PURPOSE:**

The Senior Benefits Specialist is responsible for benefits administration and ongoing operations of all Varsity Brands- benefit offerings. Provides expert assistance to employees and internal partners related to well-being, retirement, and health - welfare benefits. Communications and delivery of benefit related materials, presentations, and employee education. Assist with day-to-day service partner coordination, issue resolution and administration. Provides benefit plan interpretation, guidance, and assistance with complex issue resolution to employees, internal HR/Benefits partners, and managers. Administer leave of absence and serve as a liaison and advocate for employees with leave and disability related issues. Strong, wholistic benefits expertise with strong drive for excellence in customer service.

### **EDUCATION REQUIREMENTS:**

Bachelor-s degree preferred

CEBS certification preferred

### **EXPERIENCE:**

The right candidate will have multiple years of experience in benefit administration in a multi-state environment with 2,000 plus eligible employees. Knowledge and experience with the following benefit plan types required: self-insured medical, pharmacy, FSA, HSA, dental, vision, life, disability (including voluntary coverage lines), and 401(k). Experience participating in complex benefit initiatives, vendor implementations and assisting with ongoing vendor relationships preferred.

### **COMPETENCIES:**

- **Agility:** Ability and willingness to assist in cross-functional environment and provide support to members of the benefits team, employees and internal stakeholders. Willingness to assist with vendor relationships and complex projects

with strong focus on results and timely completion of daily and ongoing commitments.

- **Communication:** Excellent communications and presentation skills, both written and verbal, including confidence and presence to engage effectively with employees, internal partners and service providers.
- **Critical Thinking - Business Acumen:** Strong analytical skills and judgment, curious around the right questions, can quickly understand where and how an organization creates value through benefit offerings.
- **Influencing Skills:** Able to work cross functionally at all levels of the organization and ability to prioritize multiple tasks on tight deadlines. Strong benefits administration acumen, customer service focus and strong communications skills are extremely important.
- **Driven:** Thrive in a fast-paced, deadline driven, rapidly changing environment. Maintain a positive, service-oriented attitude while managing competing priorities.
- **Discretion:** Exercise sound business judgement around the sensitivity of the information you are privy to and maintain the utmost confidentiality and discretion in business relationships.

#### **PRIMARY ACCOUNTABILITES:**

- Responsible for the administration, day-to-day operations, and communication of Varsity Brands- company-wide benefits offerings: self-insured medical, pharmacy, FSA, HSA, dental, vision, life, disability (including voluntary coverage lines), and 401(k).
- Participate and provide support to senior benefits team members with large scale projects such as open enrollment, wellness events and vendor implementations. Participates in meetings or information sessions, assist with communications and internal stakeholders to identify benefits related issues and assist employees to ensure timely and complete resolution.
- Assist benefits partners in administration of qualified life events, new hire onboarding and enrollment, regulatory projects such as 5500 filings, FSA discrimination testing, annual 401k audits, ACA reporting and required notices.
- Strong understanding of relevant federal regulations, ensure that benefit plans are administered in compliance with all federal and state laws and regulations including, but not limited to ACA, ERISA, HIPAA, COBRA, IRC Section 125, and FMLA.
- Administer and assist employees with leave and disability programs, including short-term and long-term disability, company and state/local leaves, which may include accommodation requests under the ADA.
- Develop and maintain processes and procedures to drive efficiencies, eliminate manual processes, and improve the employee experience.

- Ability to manage multiple assignments, with ability to assess competing priorities in a fast-paced environment
- A problem solver who is proactive, able to connect the dots and willing to take initiative.
- Advanced knowledge of Microsoft Office applications (e.g., Word, Excel, PowerPoint).
- Assist with annual or ad-hoc plan audits.
- Assist with miscellaneous or ad-hoc activities and responsibilities.