

DIRECTOR OF BENEFITS

Work Location: Dallas, TX

To Apply: Visit <https://bldr.com/join-our-team> & search Req # 29474 or email Jennifer.Gniadek@bldr.com with any questions/to learn more

Publicly traded on the NYSE (BLDR), Builders FirstSource is the nation's premier supplier of building materials and services for professional home builders and remodelers. With 30,000 team members supporting approximately 565 locations in 42 states and a market presence in 85 of the top 100 Metropolitan Statistical Areas, the company has significant geographic diversity and a balanced end market exposure. As a company we are focused on getting things done right and on building a successful future, for customers, vendors and team members. Due to the complexity of the building industry, Builders FirstSource manages a variety of operations with a large selection of career opportunities throughout the country. With long-tenured team members, it is evident that we believe in promoting from within, offer a competitive benefits package and provide job satisfaction across the board. Now is the time to be part of building something truly special. If you'd like to become part of an exciting, fast-paced organization, BFS is the company for you!

PURPOSE

The Director of Benefits has overall responsibility for health and welfare and retirement plan benefits for BFS. The person in this role will lead the development, implementation, communication, and administration of all employee benefit programs to include employee health, retirement savings plans and ancillary programs. Monitors plan metrics, benchmarks trends and legislative/regulatory updates to develop plan recommendations that align with company strategy. Develops and supports a strong benefits team by fostering a culture of continual process improvement and learning for all department team members with an emphasis on our team members as customers. Ensures compliance with all state and federal mandates pertaining to employee benefits. Partners with internal and external partners as necessary in the fulfillment of duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors and analyzes the effectiveness of current benefit programs to ensure the attraction and retention of team members.
- Stays abreast of all trends and market conditions as they relate to benefits plans and makes recommendations to senior leadership as necessary.
- Manages overall benefits spend for the company in conjunction with the SVP, Total Rewards.
- Serves as strategic partner for Senior Management and SVP, Total Rewards in support of team member satisfaction.
- Oversees administration of all health and welfare plans as well as retirement plans.
- Serves as the expert regarding benefit issues; provides guidance on and interpretation of benefit plans to HR staff and management.
- Directs processes to ensure regulatory compliance with ERISA, HIPAA, COBRA, PPACA, FMLA, ADA and other federal and state laws. Assures overall compliance with ERISA requirements, including 5500 filings and revisions as well as distribution of Summary Plan Descriptions and Summary of Material Modification.
- Understanding of SOX control objectives and ability to test same, note variances and recommend adjustments to controls as needed.
- Manages and negotiates with vendors providing consultation, legal, actuarial, and outsourcing services for employee benefit plans.
- Directs the annual benefits renewal process for presentation to Senior Management.
- Oversees the development of benefits training programs that support consistent administration of benefits.
- Manages projects as appropriate by researching, evaluating, and providing input on options for new plan features or designing new plans to incorporate company initiatives or legislative requirements.
- Manages a department to ensure achievement of functional and budget/financial goals. Selects, develops, motivates, and evaluates the performance of assigned managers and/or individual contributors.
- Understands and observes all safety procedures and practices and ensures that employees observe all safety procedures and practices.
- Participates in due diligence and manages integrations related to merger and acquisition activity.
- Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

Supervises assigned team members including staff selection and training; planning, assigning, and directing work; conducting performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems. Provide leadership and guidance to coach, motivate, and lead team members to their optimum performance levels and career development.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in Human Resources or a related field
- Seven (7) to ten (10)+ years benefits management experience; or equivalent combination of education and related experience.
- CBP, CEBS certification preferred.

COMPETENCIES

- Excellent verbal and written communication skills with an emphasis on confidentiality, tact and diplomacy.
- Experience working in a distributed services business
- Customer service orientation
- Skill in establishing and maintaining effective working relationships with all levels within the organization. Strong interpersonal and networking skills.
- Ability to plan, organize, and manage multiple tasks simultaneously.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- PC proficiency in MS Office, including Word, Excel and Outlook
- Knowledge of legal and compliance issues.

WORK ENVIRONMENT / PHYSICAL ACTIVITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role will work a hybrid work schedule with some time in the office and some time working from home.
- While in the office you will work in an office setting and generally sedentary but may involve walking or standing for brief periods of time.
- May be required to occasionally lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- Occasional travel may be required.



Builders FirstSource is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Builders FirstSource, please call (214) 765-3990 or email: ADA.Accommodation@bldr.com. Please do not send resumes to this email address - it is intended only to be used to request an accommodation in submitting an application for a job opening.

<https://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>

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EEO IS THE LAW - SUPPLEMENT - English/Spanish

Pay Transparency Provision - English/Spanish