

## **BENEFITS SPECIALIST**

This position, located in Oklahoma City, is responsible for performing specialized, professional duties in assisting with the administration of all benefits and retirement programs, including but not limited to Retirement Plans, Health and Welfare Plans, and Paid Time Off Benefits. This is a full-time, salaried position and reports to the Director of Employee Benefits.

Responsibilities include:

- Research, analysis, administration and communication of 401(k) and Non-Qualified Plan benefits
- Research, analysis, administration, and communication of Health, Life, LTD, and Flexible Spending benefits
- Oversee Medical, Life, LTD and Flex billing and financial reports
- Assists in the maintenance and administration of HIPAA Privacy Policy
- Understand and interpret Legal Plan Documents
- Understand and assist with review of Third Party Contracts/Agreements
- Analyze and resolve challenges to meet standards with third party vendors, including consultants, legal advisors, and administrators
- Understand and assist with HRIS benefit system processes and reports
- Responsible for annual Benefit Plan Audits including review of Financial Statements, 5500, and SARS
- Strategizes with management and other departments to implement recommendations

Requirements include:

- 3 - 5 years specialized Benefits experience
- Experience with Health, Dental, Life Insurance, LTD and Flex
- Experience with self-insured plan administration
- Experience with third party vendor relationships
- Knowledge of 401(k) and Non-Qualified Plan benefits and compliance
- Knowledge of federal and state laws
- Experience in report writing and electronic system processes
- Computer skills (Microsoft word, excel, and outlook)
- Excellent inter-personal and decision-making skills
- Experience with SAP software preferred
- Experience with multi-state employer preferred

Benefits include:

- 401(k) program
- Health, Dental, and Flexible Spending Benefits
- Life Insurance
- LTD Insurance
- Paid Vacations
- Personal/Sick Pay
- Paid Holidays
- Employee Discounts
- Great Work Environment with Growth Opportunities

**NOTE:** To be considered for this position, an applicant **must** provide a cover letter summarizing the applicant's particular interest in the position, relevant experience, and wage requirements, along with a current résumé.

**TO APPLY:** Interested parties must apply for this position on-line through the Hobby Lobby website: <https://careers.hobbylobby.com/>