

# Job Title: Pension and International Benefits Advisor

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## Description

The **Pension and International Benefits Advisor** will ensure coordination and administration of various qualified and non-qualified pension plans and back up administration for UK international benefits. Day-to-day vendor management of pension service providers.

## Responsibilities may include:

- Subject matter expert for verification of retirement calculations for estimates, proxy calculations, and commencements for assigned pension plans
- Reviews communication materials (newsletters, Summary Plan Descriptions, Summary of Material Modifications, Retirement Guides), forms, pension system portal information for accuracy, information flow, and clarity
- Demonstrate commitment to continuous improvement in work process to provide quality seamless customer service at cost effective levels
- Assist in troubleshooting pension system when processing errors occur. Works with vendor to prepare root cause analysis of issues and to develop corrective actions
- Coordinate and verify changes in pension systems and perform testing when changes are being implemented
- Demonstrated commitment to continuous improvement in work process to provide quality seamless customer service at cost effective levels
- Provide Tier 2 support for inquiries into the HR Connections Call Center and/or Benefits Center
- Monitors issues with vendor(s) and holds vendor(s) accountable to agreed target resolution dates
- Conducts regularly scheduled meetings with pension vendors to discuss issues, progress on goals and status of open items
- Consult on impact to administrative processes and practices on proposed plan design changes and implementation of regulations
- Review benefit plan communication materials (newsletters, Summary Plan Descriptions, Summary Material Modifications, Retirement Guides, etc.) for accuracy, information flow and clarity
- Assist in determining benefits eligibility according to plan documents, bargaining unit agreements, local, state or federal laws, plan provisions or other criteria as needed

## Qualifications

### Basic/Required:

- Legally authorized to work in the job posting country
- Bachelor's degree in Human Resources
- 5 or more years of experience in qualified and non-qualified pension plans

### Preferred:

- Excellent computer skills in Microsoft products, HR and payroll systems
- 7 or more years of experience in HR/pension plans
- Able to identify and analyze data to address and resolve customer issues
- Independent problem solver – applies knowledge and experience to complex problems
- Broad technical and functional expertise in qualified and non-qualified pension plans (Final Average Earnings and Cash Balance), as well as international benefits for UK
- Ability to work as a team with HR, Accounting, Legal, Tax, Treasury and Corporate Communications on benefit issues
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements affecting employee benefit programs
- Requires virtually no supervision in area of expertise
- Applies knowledge and experience to complex problems
- Excellent people skills with ability to establish and maintain good working relationships with employees, former employees and external vendors

- Uncompromising commitment to privacy, security and confidentiality
- Strong analytical and organization skills with orientation to detail
- Excellent written and verbal communications skills, including preparing written reports and presentations.

## Competencies

At Phillips 66, while "what" we do may be very different from person to person, there's a "how" that connects all of us. It is how we work, how we collaborate and how we succeed together. It's this shared "how" that our competency framework describes in detail. We call it the Keys to Success because it can unlock the potential within us all.

### Keys to Success

- Prof: Adaptability—Demonstrate Adaptability And Learning
- Prof: Building Collaborative Relationships—Build Partnerships
- Prof: Communication—Communicate Professionally
- Prof: Judgment—Exercise Professional Judgment
- Prof: Results Orientation—Optimize Results

Located in northeast Oklahoma, **Bartlesville** is home to approximately 36,000 people. Area families appreciate the affordable cost of living and the conveniences a small town community offers while enjoying the cultural amenities of a larger metropolitan area. Bartlesville hosts many festivals including its own world-renown music festival. It has a symphony orchestra, Broadway series, dance companies, and an active art association. Among the state's 32 largest school districts, Bartlesville is ranked 2nd by the Oklahoma State Department of Education for its overall success. In July 2013 Coldwell Banker ranked Bartlesville #30 as one of the nation's best "booming suburbs" to live in, based on economic factors, school quality, cost of living, crime rates, and other criteria. Bartlesville is notable as the longtime home of Phillips Petroleum Company, co-founded by Frank and L.E. Phillips in 1917. Centrally located on major highways, it has close proximity to larger cities like Tulsa (41 miles) and Oklahoma City (123 miles). It's only 18 miles to the Kansas border with Wichita and Kansas City well within driving distance.

### Company Overview

Phillips 66 is a diversified energy manufacturing and logistics company. With a portfolio of Midstream, Chemicals, Refining, and Marketing and Specialties businesses, the company processes, transports, stores and markets fuels and products globally. Phillips 66 Partners, the company's master limited partnership, is integral to the portfolio. Headquartered in Houston, the company has 14,500 employees committed to safety and operating excellence. Phillips 66 had \$52 billion of assets as of March 31, 2018. For more information, visit [www.phillips66.com](http://www.phillips66.com) or follow us on Twitter [@Phillips66Co](https://twitter.com/Phillips66Co).

### To be considered

In order to be considered for this position you must complete the entire application process, which includes answering all prescreening questions and providing your eSignature on or before the requisition closing date of **June 14, 2018**.

Candidates for regular U.S. positions must be a U.S. citizen or national, or an alien admitted as permanent resident, refugee, asylee or temporary resident under 8 U.S.C. 1160(a) or 1255(a)(1). Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

**Phillips 66 is an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities**