

HEIDRICK & STRUGGLES

Company, Position & Person Profile

Heidrick & Struggles International, Inc.

Benefits Specialist

January 2016

The Company

Heidrick & Struggles is the premier provider of senior-level Executive Search, Culture Shaping and Leadership Consulting services. For 60 years, we have focused on quality service and built strong leadership teams through our relationships with clients and individuals worldwide. Today, Heidrick & Struggles leadership experts operate from principal business centers in North America, Latin America, Europe and Asia Pacific. For more information about Heidrick & Struggles, please visit www.heidrick.com.

Our Mission

Heidrick & Struggles' mission is to help our clients build exceptional leadership teams. We believe that, in achieving our mission, we help our clients position themselves for improved future performance. Through the pursuit of our mission, we create value for our clients, our people, our shareholders and the communities in which we serve.

Our Company Values

Our global network of search professionals and leadership consultants maintains the five core enduring values with which Heidrick & Struggles was established— client service, people, integrity, teamwork and respect. They have led our firm to success, earning us the respect of both our peers and the leaders of industries we serve. These values will continue to be at the core of everything we do to help our clients address their leadership needs.

Client Service

Our clients' needs drive our business. We continuously seek to better understand those needs and offer solutions that deliver value and create long-term relationships.

HEIDRICK & STRUGGLES

People

We recognize that our strength and our competitive advantage is – and always will be – our people. We are committed to an environment that attracts, motivates and recognizes high performance.

Integrity

We work to build relationships based on trust by taking responsibility, acting ethically and encouraging open and honest interaction.

Teamwork

We effectively collaborate, always looking for more efficient ways to serve our clients.

Respect

We work together to create a culture of inclusion built on trust, dignity and respect for all.

The Position

Position Title: Benefits Specialist

Location: Chicago, IL

Reports to: Vice President, Global Benefits & Operations

The Benefits Specialist, as part of our Global Benefits & Operations team will play a key role in the administration of the health and savings retirement programs in the US, including managing the health insurance, disability insurance, life insurance, employee assistance, 401 (k) plan, and other company plans and programs as necessary. The role will serve as the main contact for benefits questions from the US employees including support for annual Open Enrollment as well as the New Hire enrollment process. This role will also assist as needed in global benefits projects.

Specific Responsibilities

- Assist with the relationship with benefits plan providers and consulting firms to ensure that appropriate levels of service are being provided; help coordinate the contracts, premiums, and plan administration
- Lead the annual benefits enrollment process; working with enrollment provider to implement all changes, conduct appropriate system testing, develop communications and conduct employee meetings
- Administration of the 401k by coordination of the daily, monthly and annual processes; including working with auditors and ERISA experts on annual testing requirements
- Partner with the payroll team and finance to support and ensure smooth administration and tracking of plans as required
- Administer the Disability and Leave process
- Administer the Global Immigration Program working closely with relocation specialists to complete transfers
- Assist with implementation and communication of any new benefits programs

- Review and create benefits communications that are tied to our Global Benefits strategy
- Oversee the benefits interfaces – partner with Operations team to ensure processes are developed, implemented and maintained
- Review and track vendor invoices
- Coordination and processing of benefits payroll deductions with enrollment provider and internal payroll team; load deduction files and enter certain deductions in PeopleSoft
- Oversee annual enrollment interfaces
- Work closely with vendors to ensure all employee elections are accurately reflected
- Liaise with employees and vendors to assist with communications and resolutions of benefits issues
- Conduct employee benefits meetings and orientations
- Assist with the filing and compliance of Workers' Compensation and OSHA
- Maintain required postings in each of our US locations in accordance with local and federal regulations. Stay up to speed and current on all benefits-related legislation; inform HR team and employee population/managers as appropriate
- Assist as needed on HR projects

The Person

Qualifications & Experience

The successful candidate will :

- Have a minimum five years of experience in benefits
- Undergraduate degree or relevant experience required
- Demonstrated ability to clearly communicate benefits programs to employees throughout the firm
- Deep content knowledge in the area of benefits including all related legislation (e.g. FMLA, HIPAA, ACA, COBRA etc.)
- Demonstrated ability to manage projects, vendors and multiple benefit programs

- Proficient computer skills, including Microsoft Word, Excel and PowerPoint;
- Experience with Workday HR System desired
- Strong analytical skills
- Demonstrable initiative, resourcefulness and personal accountability
- Experience in a professional services environment highly preferred
- Excellent written and verbal communications skills
- Proactive learner, possessing a natural inquisitiveness and interest in self-development

Personal / Professional Behavior

The successful candidate will:

- Demonstrate strong interpersonal skills and the ability to interface with all levels of the organization
- Quickly establish rapport with others
- Be viewed as a trusted advisor
- Use discretion, maintaining strict confidentiality at all times
- Work effectively under pressure and handle a heavy workload
- Maintain composure in a fast-paced, rapidly changing environment
- Be able to deliver results in a complex and challenging professional services environment
- Display confidence, professional maturity, refinement and high energy balanced with a sense of humor

Personal Attributes & Competencies

- Excellent communication skills; speaking, writing, listening
- Strong organizational, analytical, detailed planning and project management skills; able to effectively prioritize projects and deliverables
- Ability to maintain professionalism and honesty while building credibility, trust, and respect with internal clients
- Ability to grasp concepts quickly, and think beyond traditional methods to exceed client's expectations
- Team orientated, contributing to a collegial, collaborative environment
- Proactive and self-motivated. Action bias with a sense of urgency
- A continuous learner, highly analytical, good conceptual thinking skills

Global HR Contact

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