

## **Sr. Benefit Consultant**

### Position Summary:

Responsible for benefit plan administration including regulatory compliance, coordination, and communication. Involved with all qualified and non-qualified employee benefit plans and works closely with health and welfare benefit plan vendors, company management, and other members to ensure effective administration, coordination, and communication of all employee benefit plans.

### Primary Duties:

- Responsible for legal compliance in meeting requirements of ERISA, DOL, and IRS, assuring all filing deadlines are met and communications and disclosure requirements are fulfilled for the Company.
- Assure inquiries are answered accurately and in a timely manner; work to resolve open issues and ensures procedures are in place and followed with regard to monitoring costs, self-audit, internal compliance, eligibility files, etc.
- Evaluate, analyze, and model health and welfare plans and develop recommendations for changes /revisions where appropriate. Provide support to the Director or Sr. Manager in development of communications for plan revisions and implementation.
- Provide guidance, give direction, and make work assignment to Benefits team members.
- Conduct meetings as presenter for active and retiree groups.
- Serve as coordinator of the retiree medical funding program.

### Requirements:

- Bachelor's Degree or Equivalent experience.
- Five (5) years of directly related experience in benefit legal compliance, vendor management, analysis, and reporting.
- Valid State Driver's License.

### Knowledge, Skills, and Abilities:

- Able to make presentations to groups of varying size and compositions.
- Strong analytical and problems solving skills.
- Knowledge of laws, deadlines, and requirements impacting benefits programs.
- Able to provide leadership and guidance to others in a lead role.
- Strong written and verbal communication skills.
- General knowledge of website administration.
- Able to multitask and prioritize work to meet changing requirements.
- Able to operate a personal computer using MS Office Suite.
- Strong interpersonal skills with the ability to deal effectively with diverse personalities and difficult situations.
- Able to work effectively in a team environment.

### Working Conditions:

- May be required to work overtime and weekends and holidays.

