

Phillips 66 & YOU- Together we can fuel the future

DESCRIPTION

The **Benefits Supervisor** is responsible for supervision and administration of employee benefits. The person in this role develops, recommends and implements, new or modified plans and employee benefits policies and supervises administration of existing plans, which includes managing vendor relationships.

Responsibilities May Include

- Managing administration of employee and former employee benefit plans and programs to ensure they are in compliance with local, state, US Federal and/or country specific regulations at all times. Benefits administration could include US health and welfare, pension and savings Plans. Also, may provide support for plans/programs for other countries which may include private medical, life, deferred bonus, savings and company share schemes.
- Vendor Management of third-party benefits administrators regarding performance versus contractual requirements and benchmarks, annual goal setting, participant escalations, cost monitoring and contract management.
- Managing UK and Canada administration and payroll support for flex enrollment, vendor support and oversight of invoice processing.
- Consulting with US Total Rewards team on impact to administrative processes, systems and costs for proposed plan design changes.
- Collaborating with US Benefits Total Rewards, International Total Rewards, legal, tax and in country experts to track and understand new legislation and regulations to advise external vendors of needed changes to ensure administration of plans remain in compliance.
- Maintaining statistical data relative to claims for each benefit plan and work with HR Ops Benefits Manager to recommend changes to plans/programs

to the US Benefits and International C&B COEs which reduce costs, improve communications and/or improve efficiency.

- Reviewing benefit plan communication materials (e.g., newsletters, Plan documents, Summary Plan Descriptions, Summary Material Modifications, Annual Enrollment, Retirement or Savings Guides, etc.) for accuracy, information flow and clarity on administrative matters.
- Responsible for complying with government privacy laws for all countries as they relate to employee information.
- Ensuring root-cause analysis is conducted by vendors and staff on all issues and corrective action is taken to prevent reoccurrence.
- Champion efforts to provide quality seamless customer service at cost effective levels.

POSITION REQUIREMENTS

Basic/Required:

- Legally authorized to work in the job posting country
- Bachelor's degree
- 3 or more years supervisory experience in an operational human resources role
- 5 or more years experience in employee benefits administration (health & welfare, savings, and/or pension)
- Experience with vendor/contract management
- Knowledge of federal/state laws and regulations regarding human resource benefit practices

Preferred:

- Broad technical and functional expertise in employee benefit plan matters
- Ability to interact effectively with all levels of management
- Ability to maintain a high level of confidentiality including commitment to privacy and security
- Comprehensive understanding of HR initiatives and business strategy
- Ability to collect and synthesize large quantities of quantitative and qualitative data
- Ability to recognize trends and develop benefits recommendations based on data analysis
- Ability to engage, inspire, and influence people
- Excellent people and team skills with the ability to establish and maintain good working relationships with employees, former employees, external vendors and staff
- Strong analytical and organization skills with attention to detail
- Excellent interpersonal, communication, and customer service skills
- Excellent written and verbal communication skills

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, founded by Frank Phillips in 1905. 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 14,300 employees committed to safety and operating excellence. Phillips 66 had \$58 billion of assets as of March 31, 2019. For more information, visit <http://www.phillips66.com/> or follow us on Twitter @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 **August 15, 2019**

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

Requisition ID: 51304

Location: Oklahoma - Bartlesville

Job Field: Human Resources