

We are seeking a **Benefits Manager** located in Tulsa, OK. At ONE Gas, Inc. we understand that we have a responsibility to our stakeholders -- our shareholders, our employees, their families and the communities where we live and work -- to operate safely, efficiently and environmentally responsibly. We realize we will meet stakeholder expectations by focusing on our mission while keeping our values intact:

Our Mission:

We deliver natural gas for a better tomorrow.

Our Values:

Safety: We are committed to operating safely and in an environmentally responsible manner.

Inclusion and Diversity: We embrace and promote diversity and collaboration; every employee makes a difference and contributes to our success.

Ethics: We are accountable to the highest ethical standards; honesty, trust and integrity matter.

Service: We provide exceptional service and make continuous improvements in our pursuit of excellence.

Value: We create value for all stakeholders, including our employees, customers, investors and communities.

What you will do:

- Responsible for maintaining best in class programs including plan design, implementation, communication and administration related to ONE Gas health and welfare, retirement, and wellbeing benefits.
- Ensures benefit programs are consistently administered in compliance with company policies, all federal and state regulations and aligned with the Total Rewards vision to provide premier total rewards that foster an environment and culture of well-being for employees and their families, helping to build a healthy, safe and secure future.
- Design, develop, implement, and manage the administration, compliance and communication of all ONE Gas employee benefits programs including but not limited to:
 - Pension, 401(k) and Profit-Sharing Plan
 - Non-Qualified Deferred Compensation
 - Employee Stock Purchase Plan
 - Health, dental, and vision care

- Group and dependent life insurance
- Accidental death and dismemberment
- Premiums and deductions
- Annual open enrollment
- Wellbeing

What you need to have:

Preferred Bachelor's Degree Bachelor's degree in human resources, business or other related field and the following job-related experience:

- Demonstrated knowledge and experience administering and interpreting employee benefit plans.
- Proven experience with and advanced knowledge of governmental laws and regulations pertaining to employee benefit plans.
- Experience with and/or training related to:
 - Employee benefit plans
 - Vendor Management
 - Internal communications
 - Governmental regulations
 - Human Resources Systems
 - Payroll Systems

If you think this sounds like you, go to www.onegas.jobs, search job number 1715 and read the rest of the job description. While you are there, go ahead and apply!