

STAFFQUEST, INC.

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StaffQuest, Inc.

770-433-8884

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Position Description

of openings: 1 Salary - \$75-80K + Bonus 10%

Location: Bohemia, NY, 11716

Job Title: U.S. & International Benefits Manager
Organisation: Human Resources
Location: Bohemia, New York USA

Number of Positions: One

Purpose:

Responsible for the design, implementation and administration of U.S. and International benefits programs. Effectively manage international programs and administration of employee benefits in all company operations. Surveys industry and/or community to determine company's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee. Provides special guidance and assistance to all locations on various employee benefit plans.

Responsibilities:

1. Administers employee benefits programs such as retirement plans; basic hospital, medical, surgical, and major medical plans; term life insurance plans; temporary disability programs; and accidental death policies.
2. Assures company compliance with local provisions mandated by local regulatory and government authorities e.g. ERISA.
3. Supervises preparation of reports and applications required by law to be filed with federal, fiscal and regulatory agencies, such as Inland Revenue, Department of Labour, Insurance commissioners/regulator, and other regulatory agencies. Reviews and analyses changes to laws pertaining to

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- benefits, and reports necessary or suggested changes to management. Coordinates company benefits, with government sponsored programs. i.e. 5500 filings and Summary Plan Descriptions.
4. Evaluates and compares existing company benefits with those of other employers by analysing other plans, surveys, and other sources of information. Plans, develops, and/or participates in area and industry surveys. Analyses results of surveys and develops specific recommendations for review by management.
 5. Develops specifications for new plans or modifies existing plans to:
 - a) Maintain company's competitive position in labour market, and
 - b) Obtain uniform benefit package for all company locations, where possible.
 6. Recommends classes of eligible employees for new or modified plans. Develops census data and solicits insurance companies for quotations. Evaluates quotations and makes recommendations to management. Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee. Assures that existing and new benefit programs are adaptable to standardized computer and reporting systems.
 7. Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Instructs insurance carriers, trustees, and other administrative agencies outside the company to effect changes in benefit program. Ensures prompt and accurate compliance.
 8. Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone or mail, with hospitals, physicians, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
 9. Supervises maintenance of human resources benefit records.

Skills/Experience/Qualifications:

- A bachelor's degree and a minimum of seven (7) years experience in U.S. and/or International Benefits Administration, OR
- A master's degree in Human Resource Management and a minimum of

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- four (4) years experience in International Benefits Administration, OR
- Any appropriate combination of education and experience.
 - Excellent verbal and written communication skills and make appropriate recommendations is essential.
 - Proven analytic skills, and ability to create and maintain metrics, reports and planning schedules.
 - Detail oriented, organized and able to prioritize multiple tasks effectively.
 - Self-directed, energetic team player.
 - Able to work successfully in a fast-paced environment.
 - Strong computer skills including Microsoft Office (Excel a must), report writing, and spreadsheets are preferred.
 - Certified Employee Benefits Specialist (CEBS) designation a plus.

NOTES FROM HIRING MGR:

Bart -

Per our discussion we are looking for a Benefits Manager, primarily to work on US Benefits but this person will also be working on International Benefits as well. It would be nice if we could find someone with this experience, but it is not a requirement. We are willing to train.

Two key things we are looking for is someone who can manage the SPD(Summary Plan Description) process. The ability to review and make recommendations is key. Also someone with knowledge of the 5500 form filings.