

**Role: HR Business Partner- Employee Benefits**

**Name: H.B. Fuller**

**Location: Vadnais Heights, MN**

**To Apply:** <http://jobs.hbfuller.com/>

**Contact:** [connie.picha@hbfuller.com](mailto:connie.picha@hbfuller.com); 651-236-5900

H.B. Fuller is a leading global adhesives provider focusing on perfecting adhesives, sealants and other specialty chemical products to improve products and lives. Our commitment to innovation brings together people, products and processes that answer and solve some of the world's biggest challenges. And, our promise to our people connects them with opportunities to innovate and thrive.

**Vadnais Heights, MN**

The HR Business Partner - Employee Benefits is critical to achieving effective delivery of H.B. Fuller's Benefits strategy. This position requires employee benefits expertise in regards to legal, tax, and other governmental requirements, vendor management and benefits administration. All programs/policies are to be implemented and administered in an equitable manner and in such a fashion so as to maximize the organization's effectiveness toward achieving its business goals.

The HR Business Partner - Employee Benefits will lead the implementation of the strategy designed by the benefits leader; draft all communication which educates and engages employees in our employee benefits package; assist all vendors with escalated issues in their day-to-day administration of our benefit plans; manage and promote our Wellness program; administer global benefits which may include global relocation, tuition reimbursement and the scholarship program; update policies and procedures as needed ensuring that they are as efficient as possible and rely on technology to support the process; and work on the actuarial valuations and audits with precision and an extreme attention to detail.

**Description:**

The HR Business Partner- Employee Benefits will have responsibilities in vendor administration, employee communications, and other projects.

50% - Utilize Benefits Expertise to assist vendors with Administration and Compliance of Benefit Plans

- Serve as subject matter expert on a variety of employee benefit policies, plans and programs
- Design and document processes for various employee benefit administration activities

- Support outsourcing vendors in providing benefits to employees by assisting in resolving interface errors, plan design challenges, and employee issues
- Manage legal compliance of North American benefit plans by working closely with key individuals both inside and outside of the company, filing necessary regulatory forms and drafting and coordinating the mailings of legally required communication
- Implement plan design or strategic benefits changes created by employee benefits manager
- Work with vendors and internal clients to implement business strategies such as acquisitions and lay offs
- Manage the Benefits Open Enrollment project plan and draft all related communication
- Assist with annual external audits of employee benefit plans working directly with auditors, actuaries and finance
- Perform quarterly internal SOX audits of 401(k) and defined benefit plans
- Create and validate data extracts for actuarial valuations and respond to inquiries from actuaries for retiree medical, retiree life, defined benefit, and supplemental executive retirement plans
- Lead administration of Global Scholarship program including promoting the program
- Support other HR professionals by resolving escalated benefits issues and providing technical benefits expertise
- Manage the administration of Canadian benefits

#### 30% - Write Understandable and Engaging Employee Communication

- Update employee benefits communication, including all policies, Summary Plan Descriptions, legal Plan Documents and benefits documentation posted on our company intranet

#### 20% - Other Benefits-related Duties as Assigned

- Perform billing and invoicing activities for the Benefits function
- Support vendor in managing the leave programs by responding to all inquiries and escalations
- Manage the Wellness Program to include planning monthly educational webinars, communicating program updates to employees, managing the onsite workout facility and fitness classes and instructors, and monitoring and paying wellness incentives
- Assist employee benefits manager with monitoring and reporting on North America benefit program financial performance versus budget

#### **Requirements:**

- Bachelor's Degree from an accredited institution, preferably in HR/Benefits or other related field
- 7+ years of benefits experience required with both health and welfare and retirement plans experience, with at least 5 years project management and analytical experience
- Ability to prioritize and concurrently manage numerous projects
- Exceptional written communication skills
- Ability to read, analyze, and interpret technical procedures, plan documents, and governmental regulations affecting employee benefit programs
- Ability to write employee communication that educates and engages its audience
- Ability to effectively listen and respond to questions from employees, managers, vendors, and HR business partners
- Ability to maintain privacy of employee information according to legal and company policy
- Ability to solve highly complex problems dealing with Protected Health Information and other confidential data, and deal with a variety of unique variables in situations

- Superb attention to detail and strong organization skills
- Proficiency in MS Office Suite including word processing and spreadsheets. Also demonstrates proficiency in operating HRIS systems, vendor software, Internet, e-mail, and database software
- Facilitation skills and ability to lead cross-functional teams

**Preferred Requirements include:**

- CEBS or HRCI designation
- Ability to write sophisticated reports, business correspondence, and procedure manuals
- Ability to analyze data and draw conclusions with an understanding of the fundamentals of accounting, actuarial and financial principles
- Experience within a complex, national or international organization recognized for world class human resources processes
- Willingness to function in a hands-on capacity

Employees are eligible for full benefits, including medical, dental, insurance, 401k contribution, paid time off and paid Holidays. All employees qualify for an annual cash bonus, based on business performance. Annual raises are based on company and individual performance.

To all recruitment agencies: H.B. Fuller does not accept agency resumes unless directly engaged by Human Resources. Please do not forward any resumes to Human Resources or any employees. H.B. Fuller is not responsible for any fees related to unsolicited resumes.

For more information and to apply, go to: <http://jobs.hbfuller.com/>

*H.B. Fuller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*