

Benefits Manager
KGPCo

KGPCo is a leading provider of complete, customized and scalable supply chain and network transformation solutions for the communications industry. KGPCo serves a diverse set of customers and partners. The customer base includes Cable Companies (MSO) network operators, integrators, contractors, cloud services providers, neutral host providers, equipment manufacturers and enterprises who connect people, places and things.

KGPCo employs over 2000 employees across the United States. KGPCo's vision is to be the go-to partner enabling our customers to build, optimize, and transform networks that connect the world. We continually seek out top performers who achieve individual and team results, live and lead the KGPCo core values, think big-picture, and are lifelong learners.

We are looking to fill a Benefits Manager role at our Corporate office in Faribault, MN. We are seeking individuals who want to grow with us, as we see the potential to grow this business and to progress in this role. A successful candidate will have at least 7 years of experience working in employee benefit administration, set-up, and billing. They will also be self-motivated and have a strong focus on customer service.

Under minimal supervision, this position provides professional advice and expertise in the area of health and welfare benefit administration. Responsibilities include benefit administration, communication, strategy, and overall ownership of benefits. The Benefits Manager will be responsible for partnering with the benefits broker and leadership team to strategize on future benefits and will be the subject matter expert and owner of all benefit related tasks and duties.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following; other duties may be assigned:

- Responsible for accurate and compliant Administration of medical, dental, disability, life, retirement, flexible spending benefit, and any other benefit programs
- Maintains all records related to company benefit plans and compliance with applicable laws.
- Analyzes and processes benefit information
- Reviews monthly billing for payment, sending information to appropriate vendors, and making changes as needed
- Provides input and recommendations on the design of the benefits package to ensure that programs are current, competitive, and in compliance with legal requirements
- Prepares communication documents, announcements, and other materials used to communicate benefit procedures to employees including new hire and open enrollment materials
- Advises employees regarding all benefit issues and questions
- Responsible for billing and reconciliation of all benefits as well as the processing of payroll related benefits items

- Assures company compliance with ERISA and ACA
- Coordinates and leads the retirement and other plan audits with the appropriate vendors
- Develops and rolls out benefit orientation for new hires and open enrollment and trains all new HR staff on the company's benefit programs
- Maintains a solid working relationship with the benefits broker and Corporate and Field HR team

Other responsibilities include but are not limited to:

- Assures that existing and new benefit programs are adaptable to our payroll and reporting system by partnering with Payroll Administrator
- Coordinates with Payroll department and HRIS vendor to ensure smooth annual enrollment and new hire process
- Reviews and analyzes changes to state and federal laws pertaining to benefits and reports necessary or suggested changes to management
- Develops reports on benefit information and statistical and census data for actuaries, insurance carriers, and management

EDUCATION and/or EXPERIENCE

- Bachelor's Degree preferred
- 7+ years' experience working in benefits required, or a combination of education and experience
- General knowledge of employment laws and practices
- Excellent computer skills in Microsoft Word, Excel and databases
- Ability to analyze, manipulate data in excel using VLOOKUP's, pivot tables and other intermediate functions
- Ability and willingness to question things and take action
- Strong communication skills, both written and verbal
- Demonstrated organization skills, attention to detail and prioritization abilities

Apply here:

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