

Position: Senior Benefits Analyst**Company: Ceridian****Location:** Bloomington, MN**Salary:** \$75,000 – 85,000 DOE**Benefits:**

Immediate Medical, Dental & Vision

Onsite treadmill desks and full gym

Employee Stock Purchase Plan

Unlimited time away from work for full-time employees

And many more!

Senior Benefits Analyst

It is an exciting time to be a part of Ceridian as we continue to grow and expand our geographic footprint. As a Senior Benefits Analyst, you will have the opportunity to administer benefit plans and programs for Ceridian's current and future growth locations. This position will participate in all aspects of benefits administration including day to day administration, market benchmarking, design, implementation, compliance, and streamlining processes for overall efficiency. In this role, you will be given the opportunity to be part of a dynamic Total Rewards Team who works together to support each other and the business.

What is expected of you:

- Responsible for the day to day administration of benefit plans and programs including leave of absences.
- Ensures benefit plans and programs are compliant with plan rules and government regulations.
- Documents benefit processes and procedures to ensure efficiency and compliance.
- Completes benchmark surveys including review and analysis of results.
- Responsible for reporting and compliance requirements.
- Assists in managing vendor relationships for benefit plans and programs.
- Researches legal requirements, competitive market practices and trends.
- Works with Principal Benefits Analyst to ensure accuracy of Plan documents, Summary Plan Descriptions, and other communication materials.
- Conducts periodic system audits with vendors and HRIS to ensure data integrity.
- Assists in the ongoing education of the People Connect team on benefit plans and programs.
- Tracks benefit costs for all geographies.
- Uses technology to automate business processes.
- Works with Principal Benefits Analyst on internal and external audit processes.
- Keeps informed of benefit trends and legislative changes.
- Helps create benefits education and training to employees and People & Culture team.
- Supports Principal Benefits Analyst on special projects and initiatives.

Your strengths, skills and abilities:

- 8+ years of benefits experience including both health & welfare and retirement.
- Bachelor's degree or equivalent work experience and education (e.g. CEBS) that provides the required knowledge, skills, and abilities.
- Strong knowledge and understanding of benefit plans and programs compliance.
- Strong knowledge of ERISA, HIPAA, COBRA, FMLA, 5500s with the ability to learn and understand requirements for all geographies.
- Self-starter that takes initiative to proactively identify process challenges and suggest improvements.
- Excellent project and time management skills.
- Ability to manage priorities in a fast-paced, continually changing dynamic organization.
- Ability to work independently and as part of a global team.
- Strong proficiency in Microsoft applications including expert status in Excel, Word, PowerPoint.

Physical Demands and Working Conditions

- Must be able to work in a fast-paced environment.
- Ability to work in and with virtual teams.
- Ability to manage multiple projects at one time.

To apply: <https://www.mydayforce.com/CandidatePortal/en-US/mydayforce/Site/ALLJOBS/Posting/View/12197>