

TBI US Operations, Inc.

Job Description

Benefits Administrator

Reporting to: Manager of Human Resources

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

The Benefits Administrator is responsible for directing and planning the day-to-day operations of group benefit programs (group health, dental, vision, short-term and long-term disability, life insurance, 401(k), COBRA and other retirement plans) for all U.S. locations. The Benefits Administrator investigates new benefit programs, improves existing programs, supervises and monitors benefit administration. Provides analytical and technical support in the delivery of the benefit programs.

Major Responsibilities and Functions:

- Researches employee benefit plans and vendors to identify those that present the best value.
- Designs, recommends and implements benefit programs.
- Assists in the management of the benefit plan renewal process.
- Collects experience data from available resources.
- Serves as primary contact for plan vendors and third-party administrators.
- Investigates discrepancies and provides information in non-routine situations.
- Evaluates and revises internal processes to reduce costs and increase efficiency.
- Prepares, collects, and organizes data for benefit plan audits and annual compliance testing of retirement plans.
- Coordinates annual open enrolment period; arranges for distribution of materials from carriers, communicates changes to employees and arranges for on-site representation by providers; conducts employee presentations; processes changes within deadlines.
- Conducts monthly new hire meetings.
- Acts as back up to Payroll Administrator.
- Administers 401(k), including entering deferral changes and loans and doing the reconciliation.
- Administers Pension plan, including ensuring that certain plan information is available to those who are entitled to receive it, and that the information is accurate and complete, and provided within the time frame. Responsible for setting up payments when they are due.
- Assists in the administration of wellness programs and activities designed to improve employee health and well-being. Recommends changes and/or additions to programs that reflect the changing needs of the employees.
- Communicates arrears and sets up payment plans with employees who are behind on payment.
- Maintains personnel files in compliance with applicable federal and state requirements.
- Maintains benefits plans in compliance with federal and state regulations.
- Other duties as assigned.

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).
- Report immediately to management all unsafe and unhealthy conditions.
- Report immediately to management all occurrences that cause injury or damage to any person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Bachelor's degree with major course work in business management/administration or human resources and a minimum of one (1) year of experience in employee benefit administration or equivalent education/experience.
- Excellent communication skills, both verbal and written, including computer literacy, particularly with MS Word, Excel and Outlook.
- Ability to establish and maintain good working relationships with TBI employees, airline employees, vendors and subcontractors.
- A positive attitude with the ability to interact with all levels of staff and management.
- Willingness to serve as an example of customer service excellence in all situations.
- Ability to travel 15-25% of the time.

Working Conditions:**Physical Effort:**

While performing the duties of the position, the employee will work in an office environment which is well-lit and air conditioned. The employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort:

Position involves encounters with employees, vendors, subcontractors and members of the public. The employee must be sensitive and responsive to the needs of management and the employees. There is stress associated with responding to/solving problems of employees. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position has high exposure and requires a professional approach and demeanor under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Normal Working Hours:

The normal working hours for this position will be Monday through Friday from 8:00am to 5:00pm.