

## **Employee Benefits/Total Rewards Manager**

### **About us ...**

Hartz has been a leading brand in pet care for over 93 years. The Hartz brand has a high consumer awareness level and is considered one of the most trusted brands in the US. Hartz holds category leadership position in most categories in which it competes, including Wet Cat Treats, Flea & Tick treatment, Dog Pads, Natural Dog Treats, Grooming, and Toys.

At Hartz, we truly understand the important relationship between consumers and their pets, and we provide products that make this relationship more rewarding and fun. We emphasize category driving innovation to stay on the leading edge of superior pet care – so all pets can have a healthier, happier, and longer life!

### **The role ...**

As the Benefits Manager, you will play a critical role in managing the Company's total rewards and benefit programs for the US and Canada. You will lead the implementation of new or modified employee benefit programs and policies, lead annual open enrollment efforts, ensure that our benefit plans and practices comply with regulatory requirements, and manage the day-to-day administration of existing programs.

If you are passionate about pets, have 3+ years of experience as a Benefits Administrator or other exempt role, and are a subject matter expert in the following areas: COBRA, ACA, FMLA, & NJFLA compliance, benefits self-service software, and HRIS administration - we want to hear from you! This position is located at our Secaucus, NJ corporate headquarters, but temporarily working remotely due to COVID-19.

### **Your responsibilities ...**

#### **Plan Administration**

- Administer the enrollments, terminations, and changes to all employee benefits programs including medical, dental, life insurance, disability, and voluntary plans;
- Manage day-to-day relationships with benefits brokers, insurance carriers, and 3<sup>rd</sup> party vendors for the successful administration of the 401(k), COBRA, Health & Welfare Plans, Worker's Compensation.
- Process monthly health insurance and benefit program invoices; validate insurance carrier's requests for claim funding.
- Recommend new approaches, policies, and procedures to effect continual improvements in the efficiency of benefit programs.

## **Total Rewards**

- Stay on top of emerging best practices. Actively participate in the benefits plan design process.
- Participate in industry surveys to benchmark company benefit offerings and evaluate the company's competitive position. Conduct internal employee pulse surveys. Analyze results, and develop recommendations to management.
- Develop and coordinate communications strategies and activities designed to educate and inform employees about the Company's benefit offerings.

## **Annual Benefits Enrollment**

- Plan and direct the annual open enrollment process and activities;
- Develop educational campaigns and internal employee communication material to convey benefit programs and plan changes; conduct employee meetings.

## **Compliance**

- Responsible for ERISA and ACA reporting and compliance: ensure Plan documents and SPDs are up to date, distribution of SARs and SMMs, filing of annual reports 5500, 1095C, and 1094C with federal and state agencies.
- Review and analyze changes to state and federal laws pertaining to benefits, and report necessary or suggested changes to management.
- Maintain knowledge of industry best practices and stay abreast of regulatory changes in federal, state, and local laws affecting benefits and compensation.

## **Leave Administration**

- Manage sick leave and other federal and state leaves (FMLA, NJFLA, NJFLI, and Workers Compensation); coordinate company benefits with government-sponsored programs.
- Prepare FMLA, New Jersey FLA, and other required leave notices; track leaves of absences.
- Provide coaching and guidance to employees on benefits, policy, and procedure interpretation/application linked to leaves of absence. Communicate salary continuation, use of PTO, and benefit deductions with payroll.

## **Data Management & Reporting**

- Manage functionality of the HRIS Benefits Administration system and the Employee Benefits Self-service site. Configure and maintain HRIS benefit administration systems as necessary.
- Maintain accurate employee and benefits data in HRIS system.
- Run monthly headcount reports; maintain statistical and census data for benefits brokers, insurance carriers, and management as necessary.

## **Employee Relations**

- Handle all benefits inquiries to ensure quick, equitable, courteous resolution.
- Coordinate employee events (wellness events, annual outings, parties, etc.).
- Deliver New Hire Benefit Onboarding Presentations.

## **You'll have ...**

- Bachelor's Degree in Human Resources or related field, CEB, and/or PHR/SHRM certification preferred; 5+ years of work-related experience in an HR leadership role, in place of degree and certification
- 3+ years of experience as a Benefits Administrator or other exempt role with direct involvement in the day-to-day administration of health and welfare plans, retirement plans, PTO, wellness programs, and other employee benefit programs
- In-depth knowledge of NJ and Federal laws affecting benefits and compensation, COBRA, ACA, HIPPA, FMLA, and NJ FLA, FLI, and TDB
- Proficient presentation skills, writing, and verbal communication skills.
- Strong computer proficiency and technical aptitude with proficiency in utilizing MS Word, Excel, PowerPoint, and Publisher.
- Experience with HRIS, Benefits Administration, and self-service systems. Experience with Paylocity a plus.
- Financial aptitude and attention to detail.
- Experience working for small to a mid-size company with shifting priorities.
- Integrity and confidentiality when dealing with sensitive information.
- Customer service-oriented, a collaborative nature, a strong work ethic.
- Ability to manage multiple projects at once, and deliver on tight deadlines.

## **We offer ...**

- Competitive compensation and generous employee benefits!
- A casual and pet friendly work environment. You can bring your dog to work!
- Talented teammates that share your passion for pets and HR.
- Fun team events and celebrations throughout the year.

**If this sounds like a good match and you want to learn more about this exciting role, get in touch with us today!**

Hartz is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.