

Benefits Manager

PAY GRADE:

REPORTS TO: CFO

DEPARTMENT: Human Resources

FLSA STATUS: Salary Exempt

BACKGROUND:

DWK Life Sciences (DURAN WHEATON KIMBLE) was created as a result of the merger of three industry leading brands and provides the world's laboratories and production environments with the most comprehensive range of labware for scientific research and technical applications as well as solutions for storage and packaging. We manufacture a full range of precision glassware and specialty products for life sciences. We also offer products and services (vials, ampules, stoppers, septa, seals, caps, bottles, tubes, flasks, and value-added services) to customers seeking packaging solutions.

Company revenue is generated through four primary channels; (i) Global distributors, (ii) National Distributors, (iii) Direct Field selling efforts and (iv) eCommerce.

DWK Life Sciences supports four primary market segments; (i) Life Science Research, (ii) Life Science Production & Packaging, (iii) Industrial & Applied Science, and (iv) Clinical – Healthcare.

POSITION SUMMARY:

The main focus of the Benefits Manager is to proactively manage the overall design, implementation, communication, and administration of the company's Health and Welfare and Retirement programs for union and non-union workforce. The role of the Benefits Manager is to ensure that the company's benefit programs support the organization's strategic objectives and enhance the organization's ability to recruit and retain employees. This position will also ensure through audits, reports, and personal contact that company benefit programs are consistently administered in compliance with company policies and government regulations and meet employees' needs. A wide degree of creativity and latitude is expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages the Company's Group Medical and Rx Plan, Retirement Plans, Dental, Vision, Life and Disability Plans, Flexible Spending Accounts, Secondary Voluntary Plans, and Employee Assistance programs for all active U.S. based employees.
- Provides recommendations to the Benefits Committee regarding benefits programs in the U.S.

- Develop an effective communication strategy and training materials to ensure that our benefit programs are fully understood and appropriately valued by staff. Ensures that all Plan Documents and Summary Plan Descriptions meet ERISA requirements and comply with Federal Regulations.
- Work closely with HR managers on employee engagement, benefit inquiries, paid leave administration, etc.
- Prepare correspondence in response to inquiries; collaborate with external actuary on verification of calculations; assure payments are started appropriately; assist with and research questions relative to the Plan and the retirement process.
- Works closely with ERISA Attorney regarding plan compliance issues and amendments needed for Plan Documents.
- Ensures compliance with HIPAA, ADA, COBRA, ERISA and that all plan filings meet federal mandates: Medicare Part D Notice, Annual 5500 filing, SARs, PBGC filings, and Restatement of Plan Documents
- Manages vendor relationships, vendor contracts, monitors vendor performance and ensures billings are accurate and current.
- Coordinate with Finance on benefit funding, financial reporting, stop loss reimbursements, etc.
- Develop cost control procedures to assure maximum coverage at the least possible cost to company and employees.
- Oversees the Non-Discrimination annual 401(k) testing with 401(k) provider/record keeper.
- Works closely with auditors regarding compliance testing of Retirement plans on an annual basis.
- Provides Account Management support for selected benefit vendors and consultants on all matters including plan design, administration, quality, contract compliance, and service.
- Develops written proposals and makes recommendations to Employee Benefits Committee regarding welfare benefit issues and programs.
- Process monthly service award administration in coordination with vendor.
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution.
- Lead initiatives for employee activities and education, including health fairs, lunch & learn sessions, etc.
- Understand DWK Quality Policy and relevant Quality Objectives.
- Recognize his/her contribution to the effectiveness of the OPS including the benefits of improved performance and comprehend the impact or effect of not conforming with OPS.
- Observes all safety precautions, rules, and regulations.
- Complies with and helps to enforce standard policies and procedures.
- Maintains work area in a clean and safe manner.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree, or equivalent experience, in Business, Finance, Human Resources, or related field required



- Minimum 3+ years benefits administration experience and 5+ years benefits management experience required
- Requires extensive knowledge of benefit plans and practices as well as legislative and legal awareness.

SKILLS:

- Advanced Microsoft programs skills is a plus (PowerPoint, excel, word, etc.)
- Strong leadership skills and ability to take initiative
- High degree of integrity
- Excellent communication and analytical skills
- Ability to meet stringent deadlines
- Self-starter, able to work with minimal supervision, and work under pressure
- Compensation management experience is a plus

WORK ENVIRONMENT / CONDITIONS / PHYSICAL DEMANDS:

Work will take place in an office environment. Employee may be required to work weekends, holidays and be on-call on occasion. The employee may encounter controlled air conditions with frequent air changes and environmental exposure. Some travel may be required.

These are considered essential duties and are illustrative of those job tasks, which are fundamental. Employees may be required to perform additional related duties as may be assigned by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED BY: Human Resources

APPROVED BY:

HR Signature
DATE

DATE

Dept. Manager Signature

send resume's to Lisa.Carson@DWK.com