

BENEFITS MANAGER



Job Code : 10371

Division : Corporate

Location : Corporate Headquarters, Duluth GA US

Job Type : Full Time

Career Level : Manager (Manager/Supervisor of Staff)

Education : Bachelor's Degree

Job Description :

At National Vision, we believe that everyone deserves to see their best to live their best. We make that possible by offering quality eye care and eye wear more affordable and accessible.

National Vision, Inc. (NVI) is one of the largest optical retailers in the United States, operating over 900 retail locations in 44 states plus the District of Columbia and Puerto Rico. National Vision's optical lab network consists of three domestic locations - St. Cloud, Minnesota, Salt Lake City, Utah and Lawrenceville, Georgia - as well as two international locations in China and Mexico. Our lab network has been identified as one of the most efficient and effective in the industry.

Right now we are looking for top talent to join our growing team. We have open positions and we are looking for someone who wants to start a career with an amazing Company. NVI offers an innovative culture where training is a priority, hard work is praised, and career growth is a reality. Read below about one of our exciting opportunities.

The Benefits Manager is responsible for the administration and communication of all company-wide benefits programs; this includes health and welfare plans, retirement plans and wellness programs.

What would you do? – The Specifics

- Manages the administration of all health and welfare plans, retirement plans, and wellness programs; ensures plans comply with Company policies and government regulatory agencies.
- Manages the administration of and compliance with ERISA, HIPAA, PPACA, COBRA, and other related regulations as they relate to the administration of benefits programs.
- Manages the daily operations of the Benefits team by training, monitoring, evaluating and advising direct

reports regarding the completion of specific tasks and work duties.

- Manages processes to accomplish objectives by collaborating with key organizational members, providers of service, third-party administrators and brokers/consultants.
- Monitors the operational budget and healthcare spending for Benefits, ensuring the efficient use of organizational resources.
- Works with associates, third-party administrators, and carriers to handle complex, escalated issues.
- Reviews and updates policies and procedures pertaining to benefits as laws and regulations change.
- Develops and documents procedures to streamline processes and ensure compliance with regulatory requirements.
- Other duties as assigned.

Are you the right fit? – The Suitable Talent

- Bachelor's Degree or equivalent work experience required.
- 7+ years of progressive HR/Benefits Administration experience required.
- 3+ years of supervisory experience required.
- SHRM, PHR/SPHR, CEBS and/or World at Work certification preferred.
- Experience in managing benefit programs required, including compliance with state and federal laws.
- Extensive knowledge of ERISA, PPACA, COBRA, HIPAA, Section 125.
- Experience with HRIS systems and reporting is required; Ultipro and BI Cognos preferred.
- Microsoft Office proficiency; specifically Word, Excel, PowerPoint, Publisher.
- Excellent verbal and written communication skills.
- Effective interpersonal skills.
- Strong attention to detail and ability to manage multiple projects within prescribed deadlines.
- Strong leader with the ability to interact and influence others ensuring functions are executed effectively.
- Analytical thinker with the ability to conduct research, analyzes data, and resolves complex problems quickly.
- Highly organized with strong follow-up skills and the ability to multi-task.
- Ability to maintain confidentiality and appropriately handle sensitive information with tact and discretion.

What are the benefits?

National Vision offers a competitive benefits package including Health and Dental Insurance, 401k with company match, Flex Spending Account, Short Term and Long Term Disability Insurance, Additional Life Insurance, Paid Vacation and Personal Time Off, and much more. NVI participates in a dependent college scholarship program and offers numerous discounts through our Corporate Discount Program. NVI is a company that is passionate about contributing to the greater good. We support domestic and international charitable organizations that deliver eye care and eye ware to people in need all over the world. Please see our website www.nationalvision.com to learn more about our benefits and contributions to the greater good.

NVI is an Equal Opportunity Employer

To submit your resume for this job, select how you heard about the job and then click the "Submit Your Resume" button below.