



NATIONAL VISION INC.
Job Description

Job Title: Benefits Manager

Job Code: HRM208

DEPT: Human Resources

Reports to:

Benefits Director

General Summary: 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.

This position is located in the company's corporate office in Duluth, GA.

Principal Duties and Responsibilities:

- 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.

Position Requirements:

- Bachelor's Degree or equivalent work experience required.
- 5+ years of progressive HR/Benefits Administration experience required.
- 1 to 2+ 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.



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Working Conditions:

Working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by the associates within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this job.

Interested candidates should send resume and desired compensation to renee.newman@nationalvision.com.

Who We Are

Delivering on Our Vision & Mission

National Vision, Inc. ("NVI") is one of the largest and fastest growing optical retailers in the United States and a leader in the attractive value segment of the U.S. optical retail industry. We believe that vision is central to quality of life and that people deserve to see their best to live their best, no matter what their budget. Our mission is to make quality eye care and eyewear affordable and accessible to all Americans. We achieve this by providing eye exams, eyeglasses and contact lenses to cost-conscious and low-income consumers.

National Vision, Inc. operates 1,000 retail locations in 44 states plus the District of Columbia and Puerto Rico and employs over 11,000 employees. Our retail divisions include **America's Best Contacts & Eyeglasses**, **Eyeglass World**, **Vision Centers inside Walmart**, **Vista Optical inside Frey Meyer** and **Vista Optical** on select military bases. Through our e-commerce division, AC Lens, we operate 19 websites selling contact lenses and eyeglasses online. National Vision, Inc. has plans to open 75 new locations annually.

National Vision, Inc.'s lab network consists of three domestic locations - St. Cloud, Minnesota, Salt Lake City, Utah and Lawrenceville, Georgia - as well as two outsourced, third-party owned international locations in China and Mexico. With over 600 lab employees, we focus on our goals of high efficiency, low cost, high quality and fast turnaround time.

For more information on National Vision, Inc., please visit www.nationalvision.com