

ProHEALTH looking for an experienced Benefits Manager to drive the strategy and manage the execution of our Health and Welfare Programs designed to attract and retain top talent while achieving our budget objectives. This role reports to the Senior Director of Human Resources, and will lead the implementation, integration, and ongoing execution of our benefits programs including vendor partner and stakeholder management, development and delivery of effective communication plans, and leadership of our benefits team. In collaboration with an HR Generalist and Benefits Coordinator, this person will also oversee the day-to-day support of employee benefits questions and leave of absence management.

Primary Responsibilities:

- Effectively manages the implementation, integration, and execution of employee health and welfare benefit programs to ensure accuracy in benefits delivery, strong plan performance, regulatory compliance and cost containment.
- Manages relationships with Benefits Brokers and Vendor Partners to ensure accuracy in benefits delivery and strong plan performance, including resolution of claims and administrative issues.
- Evaluates and compares existing benefit programs with industry trends and competitors. Presents key findings to our internal stakeholders for future enhancements and changes to our benefits programs. Supports decision making through thorough analysis of benefit options and modeling costs.
- Leads all benefits administration efforts, including defining, managing and analyzing all benefit plans and eligibility rules, as well as leave of absence business processes.
- Provides day-to-day leadership and support to the benefits team to enable them to deliver on their responsibilities, as well as understand and support our future benefits strategy.
- Leads the development and maintenance of an effective annual open enrollment, including: coordinating resources for the delivery of benefit enrollment; developing effective communications to maximize employee understanding of benefit programs and the system enrollment process (including the design and delivery of open enrollment presentations at various employee sites).
- Manages all benefits related compliance activity (i.e. ERISA, COBRA, HIPAA, FMLA) including the development, implementation, documentation, and monitoring of compliance related matters; meeting or exceeding all regulatory agency guidelines and standards.
- Prepares, reviews and obtains necessary documentation for qualified plans, with legal consultation; IRS and ERISA mandated submissions and employee communications, including but not limited to: Plan Documents, Summary Plan Descriptions (SPDs), and insurance policies.
- Designs and implements wellness programs to improve the overall health of the employee population and reduce benefit costs.
- Develops and facilitates effective communication plans of all active health and welfare employee benefit programs including medical, dental, vision, disability, 401k, and life insurance to describe changes to and processes of existing plans and to highlight the value.
- In partnership with the benefits and HR team, directs colleagues on resolution of complicated benefit issues including working with carriers to resolve outstanding issues.

Desired Skills and Experience

- Bachelor's degree in Human Resources, business, or related field required.
- Minimum of 7 years of experience in roles of increasing scope and impact related to Health & Welfare administration. Experience in a high-touch service related environment both internally and externally is preferred.
- You have deep knowledge of laws, regulations, and government policy as they relate to health and welfare. You have a strong understanding of benefits policies, procedures and practices including ERISA, IRS, Department of Labor and other employment law implications for benefit programs. You have a successful track record with vendor partner management.
- You operate from a perspective of truly caring about our employees and creating value for them.
- You prefer a fast-paced and dynamic environment and are agile and comfortable enough to keep up as plans change and evolve.
- You've demonstrated the ability to balance and manage multiple priorities with accuracy, efficiency, and in a timely manner due to your strong organization skills.

- You take initiative and are comfortable being empowered to work independently. When you need help, you're not shy to ask. You proactively identify process inefficiencies and cost reductions to promote and support a continuous improvement philosophy and service culture.
- You follow through on every request, no matter how big or small, with attention to detail and ensure projects in your area of responsibility meet quality, schedule, milestone, and budget commitments.
- Demonstrated experience using an HRIS and advanced skills in working with all programs in the Microsoft suite, especially excel, to simplify and propel your work.
- You're the consummate team player, able to build strong relationships and effectively partner with other team members to achieve results.
- You can speak and write in a clear, concise and professional manner. You have a demonstrated ability to read, analyze and interpret report and policies, as well as the ability to write proposals and policies.

ProHEALTH strives to maintain a workplace that accepts and appreciates the differences among our employees. The company will not discriminate against any applicant or employee based on age, race, gender, color, religion, national origin, ancestry, disability, marital status, covered veteran status, sexual orientation, gender identity and/or expression, genetic information, status with respect to public assistance or any other characteristic protected by state, federal, or local law.

Email resumes with salary expectations to: lhallam@prohealthcare.com

Position is located in Lake Success, NY