

WORK FOR A GLOBALLY RECOGNIZED WORLD LEADER!

As the **Benefits Specialist** you will be responsible for the administration of Nikon's comprehensive employee benefits programs in compliance with federal, state and local regulations. Additional responsibilities include but are not limited to: appropriate record keeping, develop and prepare communications to employees regarding benefits and procedures and the maintenance of all benefit files. The Benefits Specialist will interact with vendors, brokers and appropriate Company personnel to resolve issues, negotiate rates and plan design and research and implement new benefits and plans while performing various analytical and project-oriented assignments as directed.

ESSENTIAL FUNCTIONS AND KEY AREAS OF RESPONSIBILITY:

- Administer comprehensive programs including medical plans, dental, vision, FSA, multiple life and supplemental life insurance plans, STD/DBL, LTD, AD&D and EAP plans.
- Conduct and prepare analyses of benefit plans and trends which will aid in year-end review, renewal negotiations and plan design recommendations.
- Participate in and negotiate renewals of existing employee benefit plans.
- Process FMLA and ADA requests as well as Worker's Compensation claims.
- Provide assistance and guidance to employees to resolve employee benefit issues and queries concerning employee benefit plans.
- Conduct yearly benefits open enrollment including employee meetings for union and non-union employees in various locations.
- Administer company's 401(k) and Pension plans including compliance testing.
- Process and approve all monthly benefit bills.
- Ensure plan compliance by completing, updating and maintaining Summary Plan Descriptions and prepare and maintain 5500 filings.
- Maintain data, administer updates and act as information liaison for other departments as it pertains to HRIS, company intranet, my.nikon.net.
- Implement approved new employee benefit plans and changes by preparing announcement materials and conducting employee meetings.
- Act as a liaison between the company, benefit providers, vendors, brokers and banks.
- Maintain knowledge of the Company's benefit plans, policies and procedures and all federal, state and local laws and regulations pertaining to such plans, policies and procedures to assure the Company's compliance with such laws and regulations.
- Coordinate employee wellness programs, e.g. flu shots, health and fitness day, CPR Training in conjunction with HR staff.
- Maximum amount of travel required to fulfill the essential functions of this position is up to 5% (includes overnight travel).
- Responsible for working beyond the normal hours of operation when required to cover for an employee event, benefits project or to ensure deadlines are met.

ANCILLARY RESPONSIBILITIES:

- Assist Department with HRIS Facilitation
- Perform such other tasks, duties and projects plans as assigned by the H.R. General Manager.
- All other duties as required or needed.

QUALIFICATIONS:

- Word, Excel, PowerPoint
- HRIS; Ultimate Software preferred
- Adobe Acrobat
- Knowledge of Visio preferred
- Knowledge of HTML and Internet applications
- Extensive knowledge of benefits and related laws affect; i.e., ADA, FMLA, Worker's Compensation, Disability, ERISA, EGTRA, etc.
- Excellent verbal, quantitative and interpersonal skills
- Excellent presentation skills
- Professional affiliations supporting benefits and human resources; i.e., Society of Human Resource Management (SHRM), World at Work, as well as other local affiliations

EDUCATION, SKILLS & EXPERIENCE:

- 5 + years experience in administration of benefit plans including medical, dental, vision, 401(k), pension and welfare plans
- BA Business Management or Human Resources
- Member of Society of Human Resources Management (HRMS) both nationally and locally preferred
- CEBS preferred, but not required

BENEFITS:

- Medical, Dental and Vision Plan
- Medical and Dependent Care Reimbursement Accounts
- Free membership to our on-site Employee Fitness Center in Melville (Employee only)
- Employee and Dependent life insurance
- Supplemental Dependent life insurance
- Pension Plan (For all eligible employees)
- 401k plus company match Long Term Disability insurance
- Educational Assistance Program
- Employee Purchase Program
- Employee Assistance Program (EAP)

ABOUT THE COMPANY:

If you're looking to join a company with a dynamic vision for the future, set your sights on a challenging career with Nikon Inc. We're a precision optical company that has recently been ranked among America's ten most respected brands. Our products continually set new standards in each of their respective industries.

The Nikon name is equated with extraordinary photographic performance, innovation, precision and optical quality. Nikon is the only major optical company in the world that still controls and manufactures every aspect of its glass-making business, allowing it to finely tune Nikon lens specifications, quality and performance. From the raw silicon to the final coatings, Nikon glass production is both a science and an art form.

Over the last 90 years, Nikon has consistently moved the photography, imaging and optics industry forward, discovery by discovery and product by product. As we continue our research and development mission to uncover advanced technologies that will enhance the lives of our customers, we also reaffirm our commitment to delivering the highest quality products and support.