

United States Jobs Expertini®

Benefits Specialist

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Company: Wasserman

Location: Los Angeles

Category: other-general

Wasserman is a leading marketing, management, representation and sales business that serves talent, brands and properties on a global scale. We operate at the epicenter of sports, music, entertainment and culture, empowering clients, igniting passions and inspiring fans worldwide.

Headquartered in Los Angeles, Wasserman's presence spans 27 countries and more than 65 cities, including New York, London, Abu Dhabi, Amsterdam, Hong Kong, Madrid, Mexico City, Toronto, Paris and Sydney. For more information, please visit www.teamwass.com.

Job Purpose: This position works alongside the Director, Benefits to provide day-to-day benefits administration support for all US staff in addition to general assistance of the People team.

Duties:

Manage US benefit operations alongside the Director, Benefits and act as the first point-of-contact for benefit-related questions from employees

Serve as HRIS (Workday) Expert - tasks including, but not limited to benefit enrollment approvals (new hires, qualified life events, and other changes), enrollment tracking and reporting, main partner for Workday HCM in-house team on testing,

troubleshooting, and locating solutions

Partner with the Payroll team to reconcile employee payroll deductions and conduct regular analysis for data accuracy

Create and maintain communications, including distribution of annual benefit guides, monthly benefit highlights, and other plan updates, as necessary

Conduct semi-monthly benefit orientations for all US based benefits-eligible staff

Oversee the Coordinator, Benefits' management of benefit billing, invoice submissions to the Accounting team, and general broker/vendor communications

Assist with the administration of the annual Open Enrollment period alongside the Director, Benefits, including distributing communications, conducting education sessions, managing system implementation of new benefit plans and rate changes, performing HRIS testing, and overall process management

Perform quarterly audits of 401k lost shareholder reports via Fidelity

Regularly review COBRA reporting and take action, as necessary.

Create and update Standard Operating Procedures (SOPs) to provide instructions for all benefits operations-related tasks

Assist the People team with HRIS reporting and special projects, as needed

Requirements

Bachelor's degree and 2-4 years of experience working in HR with a focus on benefits and payroll

Working knowledge of navigating and utilizing HRIS applications; 1+ year of Workday experience is highly preferred

Expert in Microsoft Excel

Must be extremely detail-oriented with analytical and organizational skills

Proactive with well-developed problem-solving skills and ability to work independently to resolve issues

Ability to manage multiple priorities and strict deadlines

Excellent customer service skills are a must with a proven ability of building good interpersonal relationships with people across the organization

Benefits

Base salary range: \$65-70K, plus bonus potential if applicable for role.

Actual base salary is dependent on several factors including but not limited to; market dynamics, location and region, experience, specialized skills/training (education), level of responsibility, budgetary considerations, tenure at the company (for current employees), etc. The salary range listed is just one component of the total compensation package for employees. Compensation decisions are dependent on circumstances of each role

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