



Job Title: Benefits Manager
Reports to: Vice President of Human Resources
Location: Remote out of Johns Creek, GA. Preferably the candidate lives in Georgia or Illinois.
FLSA: Exempt

About Flex HR: Flex HR is a fast-growing HR outsourcing company based in Johns Creek, GA, and has another location in Chicago. We help clients in a variety of industries to help them manage their human resources and payroll. We are a team of learners who are excited to delight our clients. We are looking for a positive, curious, customer-focused, and detail-oriented person to join our team and organization.

Job Summary: The position develops, implements, administers, and maintains benefits programs, policies, and procedures for our clients. The incumbent will work with the client, our HR managers, payroll managers, and the client's benefits brokers to ensure programs meet employee needs, comply with legal requirements, and are cost effective. The Benefits Manager works with the vendors to develop benefits communications, prepare client communications along with the HR manager and counsels employees on benefit related issues.

Job Responsibilities:

- Oversee benefits for all Flex HR outsourced clients.
- Manage the open enrollment process annually for our clients. This includes but is not limited to:
 - Kicking off open enrollment process by supplying updated census to the broker.
 - Playing an integral role in helping the client select the best and most cost-effective options for their group.
 - Coordinate education meetings and open enrollment dates.
 - Collect all the enrollment selections from the broker and help get them loaded into the payroll system in time for first effective date payroll.
- Audit and oversee our internal documents, also core company data sheet (CCDS), with updates related to benefits for Flex HR clients.
- Initiate, execute, and track all benefits deductions for clients within various payroll platforms.
- Pay particular attention to details: details for the clients' benefits and details in communication with the clients.
- Show superior decision making and leadership skills by prioritizing client and co-worker needs.
- Lead virtual meetings with clients.
- Ensure benefit invoice reconciliations are completed each month by working closely with the HR Manager for each client.
- Maintain standard operating procedure for benefit reconciliations and test each quarter.
- Develop and maintain successful working relationships with the Flex HR employees and management team as well as clients to provide superior benefit and enrollment support.
- Train HR managers and others on benefit management, compliance as needed, or new changes that occur.
- Keep a summary schedule on open enrollment for six months out.
- Work with your manager on documentation and write processes & procedures pertaining to benefits.



- Responsible for completion of special projects and other duties as assigned throughout the year by management.

General Job Requirements:

- Be part of an organization that is team-based, positive and helpful.
- Always make ethical decisions.
- Continue to learn in your field and make improvements with your HR and benefits knowledge.
- Help to think critically about how to solve problems and how to work smarter, not harder.

Job Requirements:

- A minimum 3-5 years of Human Resources Manager, with heavy emphasis and understanding of benefits. Proven ability to effectively manage multiple projects with overlapping tasks and work independently with minimal supervision.
- Be detail and deadline oriented, with strong critical thinking and organizational skills.
- Be able to work in a high energy, fast paced environment to provide ease of doing business while delivering high quality and exceptional service.
- Exceptional interpersonal and client service skills.
- Team player with the ability to collaborate with others.
- Very strong math comprehension for calculating benefit cost.
- Must use cell phone to monitor client needs including uploading Flex HR emails to phone.
- Demonstrate strong discipline to prioritize and manage workload including balancing the time between calls and processing paper requests.
- Strong skills in PowerPoint, Excel, and Word.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. General office environment: some stress may occur in meeting project deadlines. Uses office equipment and computer approximately 90% of the work day.

To Apply Send Resume to: info@FlexHR.com