

BENEFITS & COMPENSATION MANAGER

Raven is seeking an experience Benefits & Compensation Manager to join our Human Resources team! As a **Benefits & Compensation Manager**, you will provide leadership for benefit and compensation programs as they relate to supporting the company's strategic goals. You'll design, plan and implement competitive and innovative benefit and compensation programs, drive our benefits strategy and be responsible for annual processes such as benefit plan renewal, open enrollment and compensation planning.

JOB DUTIES

- Design, plan, and implement benefit and compensation programs that are both competitive and innovative.
- Responsible for the strategy and implementation of total comp and reward programs.
- Drive annual processes such as benefit plan renewal, open enrollment, and compensation planning.
- Provide service for incoming calls, visitors, and correspondence regarding benefits.
- Process benefit transactions such as new enrollments, status changes, and premium billings. Coordinate with payroll.
- Manage relationships with benefit vendors. Work with vendors on quality issues; and to increase efficiency and effectiveness.
- Keep informed of new developments, methods, and techniques in the Benefits profession and make recommendations on benefits program enhancements.
- Monitor programs for compliance and implement any necessary changes.
- Establish and maintain metrics to track and improve processes.
- Participate in development and execution of budgets, short-term plans, and long-term plans, policies, procedures, and initiatives.
- Promote and maintain the highest possible environment of service, teamwork, and collaboration.
- Prepare and present reports and recommendations on programs or projects.
- Provide acquisition support through due diligence and leading integration.

DESIRED EDUCATION & EXPERIENCE

- Bachelor's degree in human resources, accounting or related field.
- 5+ years' experience in a related position, or equivalent combination of education and experience.

QUALIFICATIONS

- Strong knowledge of group benefit plans and regulations.
- Ability to work with highly confidential information and documentation with discretion.
- Exceptional oral and written communications, and customer service skills.
- Ability to use data to determine actions that need to be taken to drive improvements; and the knowledge and initiative to drive the improvements.
- Demonstrated leadership abilities.
- Capability to coach, mentor, and empower team members to succeed.
- High level of patience and service.
- Ability to motivate team members.
- Problem-solving abilities. Ability to identify waste and creatively look for solutions.
- Capacity to be flexible and multitask.

- Proficient with a computer, including Microsoft Office.
- Ability to speak in front of groups of people.
- Ability to communicate effectively with team members and leadership staff.
- Some travel may be required; specifically during open enrollment.

EOE AA M/F/Vet/Disability

If interested, please email resume to britton.stoffel@ravenind.com