

Chemonics seeks a Benefits Manager for our Washington, DC home office to supervise the administration and compliance of employee benefits in all US-based company operations. This position surveys industry norms to determine Chemonics' competitive position in employee benefits, and develops, recommends, and implements newly approved or modified benefits policies and practices. The Benefits Manager develops cost control procedures to ensure maximum coverage at the least possible cost to company while ensuring benefits strategies are aligned with divisional business plans and corporate objectives. Responsible for supervising one or more associates and might serve as acting director as required.

### **Principal Duties and Responsibilities (Essential Functions)**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Oversees planning and management for all benefits, including: medical, dental, vision plans; life insurance plans; temporary disability programs; wellness programs; government insurances (e.g. workers' compensation; Defense Base Act).
- Researches, evaluates, and recommends improvements to benefits programs by working closely with vendors to achieve the best total rewards program.
- Manages all vendor relationships, enforcing contract obligations and facilitating productive relationships. Keeps brokers abreast of all vendor issues, and advises them on ideal resolutions if needed.
- Ensures accurate reconciliation of benefits deductions, compensation, and applicant/employee data is performed on a timely basis, while enforcing compliance with appropriate laws, policies, and practices.
- Develops strategies for long- and short-term improvements for the department. Benchmarks functional area against industry best practices and makes recommendations on incorporating them into Chemonics.
- Ensures Chemonics compliance with provisions of Employee Retirement Income Security Act and the Affordable Care Act.
- Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies.
- Reviews and analyzes changes to state and federal laws pertaining to benefits, and report necessary or suggested changes to management. Coordinates company benefits with government-sponsored programs.
- Interprets appropriate policies and regulations to provide internal policy guidance and individualized support, and ensures Chemonics' benefits philosophy is aligned with company policy and governmental regulations.
- Provides consultative expertise, advice, and guidance regarding benefits matters to the SVP, HR and Director, Total Rewards to support business unit objectives.
- Communicates policies, practices, and guidelines effectively to all levels of the organization.
- Maintains and expands technical knowledge in human resources discipline and international development by attending workshops, reviewing professional

publications, establishing personal networks, and participating in professional societies.

- Manages a team of associates, defines roles and responsibilities clearly and concisely, promotes strategies for effective teamwork and leadership development, and assigns direct reports to special assignments that broaden the scope and professional value of their skills.
- Performs other duties and responsibilities as required.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Minimum 4 years of experience in benefits administration or relevant experience.
- Bachelor's degree or equivalent work experience required.
- Prior experience supervising or mentoring employees required.
- Cultivates collaborative working relationships across the company.
- Demonstrated ability to communicate clearly and concisely both orally and in writing.
- Mastery of critical HR and benefits related knowledge.
- Strong, MS Office, word processing abilities, and attention to detail.
- Demonstrated ability to follow standard practices and procedures, receive general instruction and supervision on work progress, and make significant contribution to end results.
- Ability to work on one or two projects and provide support to proposals.
- Ability to work both independently and as part of a team.
- Demonstrated resourcefulness in problem solving, and initiative to learn new skills.
- Willingness to travel and work abroad a minimum of 4-8 weeks per year; experience living working in developing countries, preferred.

Application instructions:

Apply through our Career Center at

<https://chk.tbe.taleo.net/chk05/ats/careers/jobSearch.jsp?org=CHEMONICS&cws=1> by

October 10, 2017. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.