

## **Operations Manager (Benefits Service Center)**

As an Operations Manager in our client's Benefits Service Center, you will have the opportunity to design, develop, communicate and administer various company employee benefits: life, health, retirement, and disability programs. You will be responsible for overall operation of benefit programs and ensures effective operating procedures are in place for analysts and administrative support staff.

### **Minimum Requirements**

- Extensive knowledge of DOL, ERISA, FMLA, CFRA, HIPAA, Workers Compensation, ADA/IRS regulations, welfare and qualified plan benefit laws.
- 5+ years of experience involving qualified and non-qualified plans and compliance (ERISA).
- 2+ years as a manager, providing leadership, coaching, guidance and training.
- Bachelor's degree in Management, Human Resources, Finance or Accounting.
- Intermediate to advanced knowledge: Excel, Word, PowerPoint.
- Intermediate to advanced knowledge of HR/Benefits systems (PeopleSoft strongly preferred).

Base salary from 85-105K plus bonus (10-15%).

Williamson County

J. Martin Plumlee

Vice President

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