

## Job Description

**Position ID:** HUMANRESOURCES02 – Benefits Specialist

**Job Title:** Benefits Specialist

**Function:** 1026 - HR

**Department:** 1026 - Human Resources

**Reports To:** HR Director

### Summary

Red Collar Pet Foods is looking for a HR Benefits and Rewards Specialist to join our exciting pet food business that is headquartered in Franklin, TN. Who is Red Collar? We are pet people, and to us pets are family. We believe that they deserve good food made with wholesome and balanced nutrition in every bag and bowl. It is our commitment to quality ingredients and manufacturing exclusively in the U.S. which makes us all proud of our company and the pets we ultimately feed.

### Purpose of Role

The HR Benefits Specialist will maintain and administer all aspects of the Red Collar Pet Foods benefits. This includes but is not limited to maintaining HR systems, compiling key HR metrics & reports, supporting special projects, administering US benefits, facilitation of HR compliance forms, data and reports. This role will report to the HR Director and will support an associate population of roughly 690 that is spread across various states. The role is based out of the corporate location in Franklin and operates in a pet friendly, open office environment.

### Principal Accountabilities

- Reviews and recommends improvements to HR processes, practices and policies as needed.
- Administers all HR data in HRIS (Paycor) which includes: processing associate position changes, pay changes, special payments, and pay deductions (garnishments, tax, etc.) for full time and part time associates,
- Responsible for the maintenance of associate data & identifying and resolving data integrity issues in Paycor.
- Initiates more efficient ways of meeting business objectives, provide timely suggestions and alert appropriate individuals if issues are seen or foreseen
- Serves as primary contact with the associates regarding benefits.
- Responsible for managing the relationship with benefit providers and payroll vendor.
- Compiles, analyzes and publishes reports as needed for Red Collar management, as well as the state and federal compliant reporting
- Facilitates the annual benefit enrollment, new hire benefit enrollment, disability payments, and periodic benefit provider reviews
- Support HR team with site activities, meetings, and other duties as assigned.
- Manage relationship and financial targets with benefits broker.
- Process all unemployment and employment verification requests.
- Administer the FMLA applications as well as tracking of associates on leave.
- Other duties and responsibilities as assigned.

### Key Functional Skills/Knowledge

- Ability to manage through highly confidential situations and information
- HR Employment Law & HR compliance documentation
- Working knowledge/experience with Paycor HR systems is highly preferred or similar integrated HRIS / Payroll system
- Ability to prioritize a high volume of activities in an open work environment with frequent distractions.
- Advanced Excel and PowerPoint and basic experience with Word and Outlook
- Must be flexible regarding work schedule including overtime.
- Strong Communication Skills

- Strong Organizational Skills

#### **Minimum Qualifications**

- High School Diploma
- Undergraduate Degree is highly preferred
- Continuing education in HR practices, i.e. certification, SHRM, etc
- Min 5 years experience in human resource benefits oriented role or similar
- Understanding of benefits, work experience in administrating and support benefits is highly desired
- Basic knowledge of legal regulation that could impact benefits or compensation
- Strong written and verbal communication skills
- HR Data analysis and interpretation

#### **Preferred Qualification**

- A Bachelor's degree is preferred, but not required.

Red Collar Pet Foods is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

#### **Job Type: Full-time**

Contact [todd.altemeier@redcollarpet.com](mailto:todd.altemeier@redcollarpet.com).