



Benefits Manager (Boise, ID)

The Terteling Company, Inc. (TTCI) has an opening in its Human Resources Department for a Benefits Manager. TTCI, headquartered in Boise, Idaho, is the privately held parent company for Western States Equipment and Agri-Service. The Company also does business as Peaceful Cove Ranch. TTCI houses the corporate headquarters for Terteling operations.

The Benefit Manager reports directly to the Vice President of Human Resources of the Terteling Company. Oversees the operations, strategic direction, legal compliance, and communication of the Company's group benefits program. Manages external partner relationships to assure quality plan service and administration. Works in concert with company executives to ensure programs meet company strategic plans. Regularly evaluates and reports on benefit program results and effectiveness. Consistently provides world class customer service to internal and external customers.

ESSENTIAL FUNCTIONS:

- Responsible for the effective and accurate implementation and strategic direction of the Company's health, prescription, dental, vision, short and long-term disability, wellness, and other voluntary benefit programs.
- Develop and deliver short and long-term recommendations to ensure benefit programs meet the needs of a diverse workforce, while maintaining compliance with all legal requirements. Ensure benefit programs are aligned with corporate strategies and objectives and are externally benchmarked.
- Develop, recommend, and install approved, new, or modified plans and employee benefit policies, and supervise administration of existing plans. As needed, provide special guidance and assistance to all locations on various employee benefit plans.
- Select benefits vendors and oversee the enrollment, renewal, and distribution processes for employees. Monitor and liaise with third party vendors to deliver quality service and programs. Identifies benefit options by studying programs, obtaining advice from consultants. Survey industry and/or community to determine company's competitive position in employee benefits.
- Ensure corporate compliance with various governmental regulations; fulfill compliance and reporting requirements; obtain qualified opinions; enforce adherence to requirements. Advise leadership of the impact legislation will have on both the company and associates by analyzing and understanding pending and proposed legislation related to benefits.
- Prepare and provide meaningful reporting to management. Noting trends, gaps, and actions to accomplish strategic plans. Provide data analysis and ROI on plans. Monitor benefit trends and competitive practices to offer best practice recommendations.
- Manage the open enrollment, ongoing eligibility processes including proposals, census, vendor coordination, communication materials, electronic files to ensure a smooth, efficient documented process in alignment with company strategy. Collaborate with others to refine existing processes and procedures and develop new efficiencies.

- Resolve employee questions and problems by interpreting benefit policies and procedures. Handle benefit inquiries and complaints to ensure quick, equitable, courteous resolution.
- Reconcile benefits accounts by approving billing statements. Resolve issues or questions concerning billing and payments.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain a high degree of confidentiality with sensitive information.
- Proven skills in written and verbal communications, planning, organizing, negotiation, listening, and interpersonal relationship building.
- Demonstrate strong analytical skills and meticulous attention to detail with an appreciation of complexity and risk.
- Natural problem solver with a passion for creating simple solutions.
- Ability to develop and maintain effective working relationships with others.
- Analytic and decisive decision maker with the ability to prioritize and communicate key objectives and tactics to others.
- Maintain up-to-date knowledge of relevant federal and state regulations and legislation.
- Perform duties with efficiency and accuracy.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in human resources or related degree required.
- 5-7 years of experience in benefits strategy/administration, legal compliance, vendor negotiation and management, and HR processes and policies for a self-funded multi-state employer. Preference given for comparable industry experience.
- Proficient in the use of Microsoft computer products (Word, Excel, PowerPoint, Publisher).
- Must be able to communicate (speak, read, comprehend, write) in English.

PHYSICAL CHARACTERISTICS:

- Must be able to sit for long periods of time along with walking, standing, climbing stairs, reaching, pushing, pulling, leaning, and twisting.
- Must be able to meet all safety requirements for applicable safety policies.

To apply, please email a cover letter and resume to hr@tertco.com

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees in this classification.