

Role Profile



Role Title: Benefits Administrator

Reports To: Shared Services Manager

Position Location: Madison Wv or Hendersonville, Tn

Company Background:

Genus is a global FTSE 250 company, headquartered in the UK and listed on the London Stock Exchange. With revenues of around £500 million, Genus has a presence in over 70 countries, with a global workforce of approximately 3,200 employees. One of the best performing stocks on the London Stock Exchange, the Company's market capitalization is around £2 billion. It is a worldwide leader in porcine and bovine animal genetics, partnering with farmers to transform how we nourish the world – a mission that is important to a sustainable future.

Each generation of animals is selected based on a number of desired traits, including greater health, fertility, productivity or feed efficiency. With superior animal genetics, Genus helps its customers in the dairy, beef and porcine supply chains around the world produce offspring with improved robustness, superior production efficiency and greater sustainability. Genus's vision of *"pioneering animal genetic improvement to help nourish the world"* is supported by its core values to be customer-centric, results-driven, pioneering, people-focused and responsible.

Role Overview:

Reporting to the North America HR Shared Services Manager, the role of Benefits Administrator is an excellent opportunity for someone to demonstrate their experience in a fast paced global organization within the North America HR Shared Services Team

Specific Accountabilities:

- Will be comfortable executing the administrative transactions for our benefits plans, to include but not limited to new hire enrolments, qualifying life events, open enrolment transactions, etc.
- Will be able to successfully manage multiple providers and the requirements needed to successfully execute file feeds and plan changes as needed
- Will govern and ensure that the company is compliant with all state and federal requirements for all benefit plans, to include all annual reporting requirements
- Will be able to provide market strategies to ensure the organization is both competitive within our industry and consistent within the global benefits strategy
- Will be able to successfully execute leave administration within the North America employee population

To be successful in this role, you must be able to prioritize effectively, multi-task, have great customer service execution to both employee inquiries and internal business partners, have strong attention to detail, be proactive, plan and use time effectively and enjoy the ever changing world of benefits and leave administration.

Qualifications and Experience:

- Current knowledge of federal and state regulations/legislation, with the desire to keep current with future changes
- Prior benefit plan administration
- Prior vendor management experience
- Prior leave administration experience
- Strong analytical skills
- Good oral and written communication skills
- Good conflict resolution skills
- Good computer skills, to include word processing and spreadsheet

Capabilities and behaviors:

- Live and display the Genus values at all times in their day-to-day activities.
- Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors at all times.
- Be flexible with respect to job responsibilities and consistently strive to be an effective team member.
- Strive to advance your skills and display a willingness to accept future development.
- Actively participate in company training opportunities to further develop skills applicable to the team.
- Gain an understanding of the company's business and the team's role within the company.