



Compensation & Benefits Manager – Manitowoc, WI

GENERAL SUMMARY:

Reporting to the VP of HR, this position manages the organization's employee compensation program and benefit plans to attract, retain, and motivate employees.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

This list of duties and responsibilities apply to Lakeside Foods, and any subsidiaries and joint ventures of the organization.

Compensation related:

- Develops and implements salary structure and administrative guidelines in accordance with compensation policy.
- Directs preparation of job descriptions for positions in organization.
- Conducts job analysis to determine appropriate salary level according to compensation guidelines and policy formulated by human resources executive.
- Reviews and approves salary increases permitted within budgetary limits and according to established compensation policies.
- Advises management on compensation actions for employees.
- Analyzes company compensation policies in relation to government wage and hour regulations, prevailing rates for similar jobs in comparable industries or geographic areas, agreements with labor unions, and recommends changes as appropriate to establish and maintain competitive rates.
- Analyzes organizational pay practices and makes recommendations for salary changes to ensure equity.
- Recommends special compensation programs or incentive systems for all employees or for specific groups to support the organization's objectives.
- Participates in development and administration of the performance review system link to compensation to ensure compliance with salary administration guidelines.
- Supports the administration of the executive retirement, 401 (k) and payroll systems, secretary to the Retirement Plan Committee and responsible for all related employee communication and compliance requirements.
- Manages HRIS system design and implementation for core HR, compensation and benefits modules.

Benefits related:

- Plans and directs implementation and administration of employee benefit programs such as health insurance, disability insurance, life insurance, workers compensation, employee assistance, retirement, wellness initiatives and other plans.

- Prepares and communicates information to employees and former employees about benefit programs, procedures, changes, and government-mandated disclosures.
- Analyzes and evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.
- Supports site level HR to answer employee benefit questions, resolve problems related to access to or payment of benefits
- Negotiates and contracts with benefit plan providers, vendors, auditors, and consultants for services, premiums, and plan administration.
- Analyzes employee utilization of current benefits.
- Recommends benefit plan changes to management.
- Prepares and submits government-mandated reports and monitors ACA compliance requirements.
- Leads audits with and without third party vendors for retirement plans, benefit plans and for compliance with government regulations.
- Monitor the transfer of funds for 401(k) deposits.
- Document and maintain administrative procedures for 401 (k) processes and Profit Sharing
- Calculate retirement benefits/quotes.
- Maintains knowledge of and analyzes government regulations, benefit program trends, and prevailing practices among similar organizations.
- Analyzes benefits experience for cost-control and risk-assessment factors.
- Develops, recommends, and monitors budget allocations for employee benefits.

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/Or Experience

Bachelor's degree or equivalent; or 7-10 years related experience and/or training; or equivalent combination of education and experience. Accounting or Human Resources degree preferred.

Language Skills

Ability to read, analyze, and interpret common healthcare literature, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS office, Human Resource systems software; and Database software.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

WORKING ENVIRONMENT:

- The work environment is a normal office environment .

Interested applicants should contact:

Lakeside Foods, Inc.
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