

# Benefits Manager USA ContiTech

## Vaše náplň práce

### HOW YOU WILL MAKE AN IMPACT

Are you passionate about creating meaningful employee experiences through impactful benefits programs? We're looking for a Benefits Manager to lead the administration, compliance, and strategic development of our U.S. benefits offerings. In this role, you'll manage vendor relationships, drive open enrollment, and ensure regulatory compliance while delivering clear, engaging communication to employees. Join us in shaping a benefits strategy that supports well-being, drives engagement, and aligns with our company's values.



ID pracovní pozice  
**REF876820**

Obor  
**Personalistika**

Lokalita  
**Fairlawn**

Úroveň vedení lidí  
**Vedení sebe**

Flexibilita práce  
**Hybridní práce**

Právnícká osoba  
**ContiTech USA, Inc.**

- **Program Administration:**
  - Administer all employee benefit programs, including but not limited to health, dental, vision, life, disability, flexible spending accounts (FSAs), health savings accounts (HSAs), retirement plans, and wellness initiatives.
- **Compliance:**
  - Ensure compliance with all applicable federal and state laws and regulations (e.g., ERISA, ACA, HIPAA, COBRA). Prepare and file required reports such as 5500s. Work with auditors, actuaries, and advisers with reoccurring reporting requirements, audits and annual filings.
- **Vendor Management:**
  - Serve as the primary contact for benefits vendors. Manage relationships, resolve escalated issues, and evaluate performance.
- **Open Enrollment:**
  - Lead the planning and execution of the annual open enrollment process, including communications, systems testing, and vendor coordination.
- **Communication & Education:**
  - Develop clear and effective employee communications related to benefits. Conduct presentations, develop materials, and provide training to employees and HR partners. Counsel business leaders, managers and employees regarding health and welfare programs, defined contribution and defined benefit programs.
- **Data & Reporting:**
  - Oversee benefits data integrity and reporting. Work in collaboration with HR Operations, Payroll and HR IT in regard to the setup and sharing of data for Benefit Platforms and management of employee benefit deductions.
- **Strategic Planning:**
  - Collaborate with the Head of Benefits on the design, evaluation, and implementation of new programs and initiatives to enhance employee engagement and cost-effectiveness.

## Váš profil

### WHAT YOU BRING TO THE ROLE

- Degree in business administration, HR, finance or related degree
- 7 years of experience in managing US Benefits or outsourcing/consulting experience to include direct Benefits experience.
- Experience setting up medical insurance plans; designing plans and best solutions for stakeholders.
- Prior experience sourcing, negotiate, and managing vendors.
- Must have clear written and verbal communication skills.
- Experience with data analysis and presenting data to leadership.
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening.

## **Co nabízíme**

### **THE PERKS**

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts.
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional.
- And many more benefits that come with working for a global industry leader!

### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other

purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## **O nás**

### **THE COMPANY**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic, and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?