

FSO - An award winning National Onsite Outsourcing Solutions Firm. We operate in 60+ cities across North America. Offering over 12 service lines, FSO has completely (re)IMAGINED™ the way companies go to business – from the way we communicate, to our state-of-the-art office space, to the level of talent sourced, to the exceptional customer experience we deliver – underpinned by a personal approach that is unseen in the industry. Additionally, we are the recipient of local and national recognition in “Crain’s Fast 50” AND “Inc’s 500/5000” (2 years in a row!). We have an exciting opportunity for a **Benefits, Manager/ Administrator**. The successful candidate will join an awesome HR Team and will need to have strong relationship building skills, financial aptitude, solid attention to detail and seasoned analytical ability. Candidates should have at least three years of benefit experience including but not limited to group benefits.

**Responsibilities will include but are not limited to:**

- Strategic planning, implementation and day-to-day administrative oversight of all H&W products, including medical, prescription, dental, vision, basic life insurance, supplemental life insurance, short-term disability, long-term disability and voluntary/worksites benefit offerings
- Developing and maintaining high-touch employee relationships
- Preparing and presenting renewal reports and other strategic reports to include making recommendations and identifying alternative approaches
- Financial analysis
  - Budget vs. actual tracking/reporting
  - Claims and utilization analysis
- Administration/technology guidance and implementation support
- Negotiating renewals
- Compliance oversight and support
- Vendor negotiation and relationship management
- Resolving claims, billing and other service issues

**REQUIREMENTS:**

Bachelors degree or equivalent  
 Three plus years of Benefit Administration experience  
 Strong Word, Excel, and PowerPoint skills  
 Good decision making skills  
 Work well under tight deadlines and pressure  
 Must be well organized with extreme attention to detail

PLEASE SEND ALL RESUMES TO: [KSHEPHARD@THINKFSG.COM](mailto:KSHEPHARD@THINKFSG.COM)