JOB POSTING

Organization: Hyundai Motor Manufacturing Alabama

Job Title: Benefits Specialist

Job Location: Montgomery, AL

Contact Person: Anna Boucard

Contact Phone Number: 334-387-8567

Contact Person email: [Anna.Boucard@hmmausa.com](mailto:Anna.Boucard@hmmausa.com)

Position Summary:  
Administer all benefit plans to Team Members in an automotive manufacturing environment. Coordinate daily benefit processing and serve as liaison between Team Members and vendors regarding new benefits offered and changes to existing benefit plans. Coordinate all leave of absences for Team Members and maintain and monitor retirement benefits.  
  
Essential Functions:  
•Communicate with Team Members regarding the variety of benefits offered to HMMA Team Members as well as different types of leaves of absence.  
•Maintain Benefit and Leave of Absence records.  
•Generate and analyze Benefits reports and reports trends and issues to Management.  
•Gather employee data and oversee the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans.  
•Serve as liaison between HMMA contracted Benefits providers and HMMA.  
•Coordinate and revise Benefits New Hire Orientation for all Newly Hired Team Members.  
•Maintain HIPAA and ERISA compliance for all HMMA Benefits.  
•Write and coordinate Benefits Education via payroll stuffers, newsletters & HMTV.  
•Maintain all data and forms related to Consolidated Omnibus Reconciliation Act (COBRA) requirements, postings, qualification for, and notification to qualified participants.  
•Administer, coordinate, and comply with all Business Management System (BMS), Environmental Management System (EMS), and Safety Management System (SMS) requirements.  
•Meet all other requirements as assigned.  
  
Position Requirements:  
•Bachelor’s degree desired  
•3 - 5 years job related experience in Human Resources in benefits administration preferred  
  
Related Experience  
•0-10 years of job related experience preferred  
  
Skills / Knowledge   
•MS Word  
•MS Excel  
•MS PowerPoint  
  
Training/Certification  
•CEBS (Certified Employee Benefits Specialist), PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources)   
  
Additional Information:  
Position may require occasional travel (domestic or foreign). Flexibility in working hours to include weekends, holidays, and off shift. Position may require on-call duty or overtime due to overall responsibility.  
  
“PLEASE DO NOT SUBMIT PHOTOS OR RESUMES WITH PHOTOS IN RESPONSE TO THIS JOB POSTING. THANK YOU FOR YOUR CONSIDERATION.”  
  
Drive for Quality  
Thousands of Hyundai Team Members share the same powerful drive for quality. If you share in Hyundai’s drive for quality, you will find that joining our team will give you the opportunity to take your career farther than you ever thought possible.   
  
Drive for Excellence   
Hyundai Motor Manufacturing Alabama takes great pride in its product. And even greater pride in its people, building teams that build on strengths, in turn building a growing reputation for Excellence.   
  
Drive for Growth   
When you are a part of Hyundai’s team, you will have the opportunity to learn new skills, receive the latest and highest standard of training, and implement manufacturing processes that maximize efficiency without impacting safety or quality.   
  
Join in Hyundai’s drive for Quality, Excellence and Growth and take your career further than you ever thought possible!   
  
Please apply directly to our website with the below link:  
<http://www.hmmausa.com/?page_id=208>

For Info Contact: Anna Boucard  
[Anna.Boucard@hmmausa.com](mailto:Anna.Boucard@hmmausa.com)  
334-387-8567