



## Human Resource Business Partner (HRBP) –Benefits & Talent Management

Reports to: Manager, HR Excellence

Department: Human Resources

Classification: Exempt

Effective Date: September 12, 2024

---

### **Job Summary**

The HRBP – Benefits & Talent Management position is responsible for leading the planning, design, and execution of the company's benefit programs. This role ensures these offerings align with the company's business objectives and are competitive, cost-efficient, and compliant with legal standards. This position will work closely with the HR Manager and with leaders across the company to attract and retain talent based on company initiatives and alignment with King Technology Inc's core values, and will provide exceptional service to KTI customers (its employees) and build strong working relationships with vendors and service providers.

### **Essential Functions**

- Initiate, track and complete benefit enrollment changes
- Coordinate all aspects of open enrollment each year.
- Maintain accurate records for all employee leave or accommodation requests
- Reconcile and submit monthly benefit invoices, troubleshoot issues with vendors.
- Lead and facilitate benefit administration for employee benefits including medical, dental, vision, Section 125 plans, 401(k), life and disability plans, workers compensation, COBRA, reporting and communication.
- Maintain employment records and files.
- Maintain accurate records for all employee leave or accommodation requests as needed.
- Process all applicable payroll deductions, garnishments, earnings, and accruals within HRIS system. Audit and verify.
- Assist with HR projects related to enhancing the overall employee experience.
- Ensure HRIS system is updated and audited on a regular basis.
- Prepare employee communications related to employee payroll and benefit administration.
- Conduct benefit audits, analysis, and reconciliation.
- Lead and facilitate required benefit tax filing and reporting activities.
- Run ad hoc reports, creates/files reports as needed.
- Ensure consistent application of benefit plans. Follow plan documents and procedures to comply with all federal and state laws and regulatory requirements including FMLA, workers' compensation, HIPAA, ADA, ACA, etc.
- Lead and own recruiting process from position posting to onboarding.
- Lead and work with hiring managers for open positions, follow KTI processes and ensure Core Values alignment.
- Coordinate and conduct employee onboarding and educate employees on benefits and enrollment provisions.
- Coordinate and collaborate with IT and operations to prepare for new employee arrivals.
- Maintain employee referral program



## Human Resource Business Partner (HRBP) –Benefits & Talent Management

---

- Maintain and update candidate/employee materials and forms (benefit guide, interview agendas, offer letters, onboarding/offboarding checklists etc.)
- Support HR Manager with HR projects as needed.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of U.S. state and federal wage and labor laws (EEOC, compensation FLMA, etc.), regulations, rules, policies, and procedures required.
- Must have excellent interpersonal and communication skills and be focused on continuously improving the employee experience.
- Demonstrate strong accountability by consistently prioritizing tasks effectively to meet deadlines and achieve key objectives.
- Possess strong proficiency in Microsoft Excel including creation of spreadsheets and tables to perform data analysis, gain insight and support decision making.
- Exceptionally friendly, enthusiastic, and optimistic about working with a growing organization.
- Incredible attention to details – valuing accuracy over speed but can do both.
- Proactively identify process inefficiencies and implements improvements to increase productivity and accuracy.
- Identify issues and risks, link them to the bigger picture and take corrective actions to ensure alignment with company goals and/or policies.
- Able to gracefully multitask, meet deadlines and provide continuous curiosity on how you can contribute more.
- Problem solving skills.
- Self-directed and agile in completing tasks accurately and on time.
- Ability to exercise discretion, and proactively communicate.

### **Job Qualifications**

- Associate degree or equivalent years of experience.
- 5 years' experience handling administration and open enrollment processes.
- Strong recruitment and hiring experience.
- HRIS experience is required, preferably UKG.
- Uncompromising ethics and confidentiality required.
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.