

Job Description:

Why GLS?

Purpose: Access to affordable, reliable transportation is essential to leading productive work and personal lives, caring well for oneself, one's family, and the needs of others. Through advanced analytics and technology, we can more accurately predict credit risk and provide more people with an affordable auto financing option for their next vehicle. That's what GLS has done for the past 10 years, helping more than 450,000 people meet and improve their transportation needs.

People: Join a culture of over 1,000 employees who *Care Deeply and Think Boldly*, driving innovation in an adaptive and positive culture that celebrates successes. We empower and reward individuals and teams who make direct, positive impacts to the business and each other, who take pride in their work and are ever-raising the bar.

Growth: Recognized by Inc 5000 for the past 7 consecutive years as one of the fastest-growing private companies in America. Join GLS to grow with us!

Benefits: GLS offers the below great benefits for your amazing work!

- o Competitive base pay and performance bonuses, dependent on role.
- o Medical, dental, vision, telemedicine, and other supplemental insurance benefits, including long-term and short-term disability
- o 401K with employer match and 100% immediate vesting
- o Paid time off (PTO) and paid company holidays to help you balance work and personal life
- o Tuition Reimbursement
- o Parental Leave
- o Business casual work environment

What does it mean to be a Benefits Specialist II?

The Benefits Specialist II is responsible for managing the company's benefits programs and systems, providing best in class service, and optimizing business operations and outcomes. This position works closely with the Sr. Director of Human Resources and the company's benefits broker and vendors in the design and delivery of quality benefits plans.

How will you drive value within the organization as a Benefits Specialist II?

- Administer the company's comprehensive employee benefits package, including but not limited to health, life, disability, dental, vision, absence management and retirement plans
- Manage processes and documentation for assigned ancillary programs including but not limited to Worker's Compensation and Absence Management, ensuring compliance with all applicable state and federal regulations
- Proactively monitor market trends, conduct cost-benefit analysis on new and existing programs, and recommend program and plan designs to optimize and/or enhance the quality of offerings
- Manage assigned vendors ensuring proper execution of services, leading vendor evaluation and selection processes as necessary
- Ensuring compliance and data integrity, use the company's HRIS and other benefit platforms to perform all administrative tasks necessary to maintain assigned benefit programs including day-to-day benefits enrollment, terminations, changes, monthly bill reconciliation, funding of benefit accounts, etc
- Establish and maintain consistent reporting and analytic protocols to inform the business of relevant benefits-related data and trends
- Functioning as Benefit Ambassador, promote and ensure a solid understanding for employees of company benefit offerings, including management of Annual Open Enrollment, New Hire Enrollment, and other educational opportunities
- Provide guidance to employees regarding benefits enrollment and utilization, responding and resolving employee questions and problems by interpreting benefit policies and procedures
- Design and disseminate clear and concise employee communications relating to benefits and Leaves of Absence
- Function as the key resource for regulatory and compliance governance and reporting as it relates to all relevant national, state, and local employment laws associated with assigned processes including Wage & Hour, ERISA, OSHA, ACA, etc
- Follow applicable record retention laws and incorporate appropriate security safeguards to efficiently and effectively manage all employee records related to benefits and benefits administration

What should you already know to be successful as a Benefits Specialist II?

- Minimum of bachelor's degree required. CEBS certification preferred
- Progressive experience leading operational programs and processes to optimize business operations required. Experience within the HR Operations spectrum including benefits, compensation, analytics and reporting preferred
- Intrinsically motivated with demonstrated ability to take initiative, identify needs, make recommendations for improvement, see recommendations through implementation, and evaluate improvements for effectiveness

- Exceptional interpersonal skills: friendly and tactful with the ability to influence others, effectively manage conflict, exercise sound judgment, effectively manage extremely sensitive and confidential information, and interact at all levels within the organization
- Exceptional oral and written communication skills
- Demonstrated proficiency in organizing resources, establishing priorities, and driving results
- Demonstrated ability to motivate and lead a team
- Excellent organizational skills with high attention to detail and demonstrated ability to effectively manage multiple conflicting priorities

Employment Requirements:

- Must be able to pass a criminal background check
- Remain in a stationary position up to 50% of the workday
- Constantly operate a computer and other standard office equipment
- Talk and hear to exchange accurate information
- Have close visual acuity to perform activities such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading
- This job operates in a professional office environment
- The noise level in the work environment is usually moderately quiet
- The work environment is primarily indoors
- The position may require limited travel of less than 10% of the time