



The Röchling Group has been shaping industry. Worldwide. For more than 200 years. We transform the lives of people every day with our customized plastics: they reduce the weight of cars, make medication packaging more secure and improve industrial applications. Our workforce of 11,737 people is located in the places where our customers are – in 92 locations in 25 countries.

**It is time for a new challenge. And time to arrive where you want to be. We have grown steadily, together as a team. Would you like to grow too? For us and with us? If you answered yes, we have career opportunities for you. Do you have what it takes to spur game-changing innovation? Do you crave being a part of the solution, while enjoying training and learning opportunities? Then get ready to join the Röchling Automotive team and become part of the next chapter in our history? At our Duncan, SC location we are searching for a:**

## Specialist HR Shared Services

### Where we need you

#### General Description:

- Under general supervision performs human resources administrative work of considerable difficulty:
- Administers and maintains payroll records, processing, timekeeping functions for all RA AM-N facilities.
- Collects and analyzes data and prepares reports for year end and as needed
- Manages 401(k), Tax credits, unemployment and worker's compensation reporting, compliance, and audits.
- Tracks and reports trends in turnover, absenteeism, overtime, and other HR metrics.
- Ensures compliance with rules and regulations for payroll administration, reporting, 401(k), state and federal tax credits, and compliance agencies.
- Trains supervisors, managers, and employees in employee timekeeping and payroll functions.
- Utilizes knowledge of principles, practices and standards of payroll management, analytical abilities to perform all functions mentioned.
- Obtains, verifies, and evaluates general and statistical information.
- Works with brokers to research employee benefits plans and vendors to identify those that present the best value. Coordinates the team that designs, recommends, and implements new benefits programs. Examine possible plan designs and benefits cost changes.
- Serve as primary contact for plan vendors and third-party administrators. Coordinate transfer of data to external contacts for services, premiums, and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency. Ensure compliance with applicable government regulations.
- Coordinate daily, monthly, quarterly, and annual benefits processing. Handle enrollments, leave of absence, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, and hardship loans. Oversee maintenance of employee benefits files, maintain group benefits database and update employee payroll records. Orders benefit supplies which include 401k books, benefit books and employee handbooks.
- Gather employee data and oversee the processing of monthly invoices. Allocate group health and dental claims monthly and reviews quarterly.
- Audit the accuracy and performance of functions performed by broker and TPA. Analyze current benefits, evaluating the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs, and identify the company's stance.
- Prepare, collect and organize data and reports for actuarial assessments.
- Review both short- and long-range cost estimates/projections and relevant statistical analyses regarding modifications in benefits programs and implementation of new programs.

- Forecast trends and assist with future benefits designs. Develop specific recommendations for review by management.
- Monitor administrative costs of benefits programs and recommend cost containment strategies, including alternative methods for administration and funding. Prepare budgetary recommendations and assist in the monitoring, verifying, and reconciling of budgeted funds.
- Provide customer service support to internal and external customers. Develop communication tools to enhance understanding of the company's benefits package. Design and distribute materials for benefits orientations, open enrollment, and summary plan descriptions. Provide training and support to all employees.
- Coordinate, monitor and distribute health and wellness initiatives and programs to include random drug screens.
- Provide assistance and participate in special projects as needed.

## How to convince us

### Work experience requirements:

- 10-15+ years' experience in payroll and benefits administration preferred
- Knowledge of principles, practices and standards of payroll and benefits administration.
- Must possess research and analytical skills.
- State and federal labor laws and regulations, specifically related to payroll and benefits administration, payroll and benefits tax, and government agency reporting requirements.
- Excellent knowledge of MS Office software, specifically Excel as utilized in human resource data collection, analysis and reporting preferred.
- Paycom experience a plus.

### Education Requirements:

- High School Diploma or Equivalent

## What we offer

- Benefits at DAY ONE
- 401k matching plan
- Paid holidays
- Röchling Wellness Program sponsoring run/walk programs throughout the year
- Onsite gym membership
- Employee Pricing and Discount program
- Continuous Improvement Program & Safety Awards
- Employee Referral Program
- Family Oriented work environment
- Apprenticeship/Internship programs
- Employee appreciation cookouts and dinners

Interested in joining our team? Please send your resume for consideration.