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Plant tomorrow's ideas.



Employee Benefits Expert

KWS is looking for a Employee Benefits Expert to join the team in Bloomington, MN! In this opportunity you will serve as a benefits and retirement specialist and consultation partner to internal HR, business leaders and employees on benefit related activities and initiatives. This position is responsible for management and administration of employee benefits (health & welfare, retirement plans) and leave of absences along with our LOA outsource partner, for all employees in North America (US employees are across 16 states and a small group of employees in the Canadian Alberta Province). This position will provide recommendations on benefits strategy and stay abreast of market trends. They're also the go-to person for both new hires and long-standing employees looking to make the most out of what KWS offers.

Job Functions:

- Responsible for the delivery and implementation of employee benefit programs in the US and Canada, including retirement (401(k) and an active/open pension plan), health and welfare, life insurance, leave of absence, and other value-add plans.
- Leave of absence - manage the relationship and work in close collaboration with our leave of absence outsource provider. Ensure LOA alignment with payroll for Short-term Disability benefits.
- Work closely with key benefits brokers in US & Canada.
- Lead the open enrollment processes ensuring employee experience is smooth and seamless (we use ADP Workforce Now).
- Provide input to the design and implementation of changes and additions to benefit offerings.
- Coordinate the renewal process for external vendors, brokers, benefit plan providers, and more.
- Research market developments to ensure our offerings remain current and support talent attraction and retention in a cost-effective manner.
- Participate in communication of benefits to support and inform employees.
- Audit benefit offerings/programs for accuracy; including annual benefit audit, benefits renewals, reconciliation of employee enrollments and billings, and all required internal and external reporting (5500's, EEOC), Non-Discrimination testing, census, etc. Work with external auditors to ensure all benefit programs/plans are administered correctly.
- Act as first point of contact for employees related to North America benefit questions, processes, and concerns.
- Conduct annual Motor Vehicle Reporting audit and maintain company Driver Policy compliance.
- Other duties as assigned.

Qualifications and Experience:

- 5+ years of human resources benefits administration experience.
- Bachelor's degree in Human Resources or related field, or equivalent combination of education and/or work experience.
- CEBS and CPSP certifications is preferred.
- ADP Workforce Now experience preferred.
- Previous experience/knowledge of 1095 and 1094 processing.
- Strong interpersonal and relationship skills.
- Excellent time management, organizational, and project management skills; detail oriented.
- Previous vendor relationship management experience.
- Strong facilitation skills with the ability to present information thoroughly and effectively.
- Strong multi-tasking skills with the ability to balance multiple projects while meeting essential timelines.
- Ability to maintain confidentiality of sensitive information.
- Ability to work in a team environment and provide excellent customer service.
- Strong proficiency in MS Office (Word, Excel, Power Point).
- Ability to work in the United States without sponsorship.

What We Offer:

- Salary of \$75,000 - \$90,000 - depending on experience
- Health, dental, vision benefits
- Pension plan and 401(k) with employer match
- Flexible paid-time-off (PTO)
- Professional training and development opportunities
- An international and diverse team

This employer participates in E-Verify and after acceptance of a job offer, will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

About KWS

KWS is one of the world's leading plant breeding companies. Nearly 5,000 employees in more than 70 countries generated net sales of around €1.68 billion in the fiscal year 2023/2024. A company with a tradition of family ownership, KWS has operated independently for almost 170 years. It focuses on plant breeding and the production and sale of seed for sugarbeet, corn, cereals, vegetables, oilseed rape and sunflower. KWS uses leading-edge plant breeding methods to continuously improve yield for farmers and plants' resistance to diseases, pests and abiotic stress. To that end, the company invested more than €300 million last fiscal year in research and development. For more information: www.kws.com/career. Follow us on LinkedIn® at <https://linkedin.com/company/kwsgroup/>.

Our data privacy policy for candidates is available on www.kws.com/dataprotection. Please select the country where the job you applied for is posted in and, if applicable, the specific business unit.