

Basics

Job Title Human Resources Administrator – Benefits Management
Reports To Human Resources Manager
FLSA Status Exempt
Direct Reports No

About Mizuno

Mizuno USA's roots stem from its parent company, Mizuno Corporation. Mizuno Corporation was established in Osaka, Japan in 1906 by Rihachi Mizuno. Today, Mizuno USA is located in Peachtree Corners, GA and continues to manufacture and distribute high quality golf, baseball, softball, running, track & field, and volleyball equipment, along with performance apparel and footwear.

Since our founding, we have taken special pride and pleasure in being able to participate in the exciting world of sports and providing sports equipment of the highest quality. Each and every one of us is guided by the ideal of true sportsmanship. That was true over 100 years ago and is still true today. It is evident in our corporate philosophy which, simply stated, is "Contributing to society through the advancement of sporting goods and the promotion of sports."

Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member? Do you aspire to join a brand that makes a difference in the communities we serve? Mizuno USA is seeking top performers like you carry on the legacy of one of the world's most iconic sporting goods brands.

Every Mizuno USA teammate is a champion of our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition.

Let us know if you're game-ready!

Summary

The Human Resources Administrator – Benefits is responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 401(k) plan. The benefits specialist also supports general affairs, such as fleet management, employee engagement activities, and Safety & Hygiene.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Human Resources Administrator – Benefits will perform tasks like the following:

- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.

- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Responds to 401(k) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.
- Assists with the open enrollment process.
- Administers the tuition reimbursement program.
- Provides necessary reports for allocation/billing charges.
- Processes additions, changes, and deletions of drivers in the fleet management system.
- Maintains fleet management databases.
- Manages the process of purchase, sale, and registration of company-owned vehicles.
- Maintains database of workplace injuries.
- Manages the processes of workplace injury reporting and workers' compensation claims filing.
- Administers employee recognition programs, including anniversary awards, retirement event management, and other special events.

Qualifications

- Bachelor's degree required; non-business majors (e.g. STEM) are encouraged to apply
- 2 years of relevant job experience in Human Resources, Accounting, or general administration
- 2 years of experience using an HRIS platform like JD Edwards, Workday, Oracle HCM, ADP, etc.
- Strong working knowledge of employee benefits and applicable laws
- Proficient with Microsoft Office Suite or similar software
- Ability to accurately and efficiently enter employee related data into various computer databases
- Knowledge of JD Edwards Enterprise One and IBM (Lotus) Notes is a plus
- SHRM Certified Professional (SHRM-CP), HRCI Professional in HR (PHR), or similar credential is highly desired
- Excellent verbal, written, and interpersonal skills
- Professional-level proficiency in Spanish highly desirable
- Demonstrated problem solving and analytical skills
- Ability to find proactive and creative solutions to routine problems and or process gaps
- Results-oriented, highly motivated, and dependable, with a strong work ethic
- Excellent organization and time management skills

Physical Demands/Essential Functions

- Prolonged periods sitting at a desk and working on a computer in an open office environment.
- Must be able to lift up to 15 pounds at times.

Work Environment

- Open office environment
- Low to moderate noise levels
- Overhead lighting
- Occasional work from home

Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.

Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.

EOE M/F/D/V

Visit <https://www.careers-mizunousa.com/jobs> to apply, or send your resume and cover letter to mizunocareers@mizunousa.com and include the Job Title in the Subject line.