



HR Administrator- Retirement Benefits

Since 1928, ASPLUNDH TREE EXPERT, LLC. has been dedicated to safe, efficient and innovative clearance services to the line clearance industry. A family-owned and operated corporation headquartered near Philadelphia, Pennsylvania, Asplundh has grown to employ over 34,000 diverse, energetic professionals throughout the U.S., Canada, New Zealand and Australia.

Position Summary:

We are seeking a HR Administrator to join our benefits team to assist with administering and coordinating the daily activities, maintenance, and ongoing project work related to retirement plans for over 34,000 US based employees. The role is based at our corporate headquarters in Willow Grove, PA and reports to the Assistant Manager, Retirement/Union.

Responsibilities:

- Assist with administration and operation of the company sponsored retirement plans, including 401(k) Plan, Qualified Profit Sharing Plan, Non-Qualified Profit Sharing Plan, and Executive Deferred Compensation Plan
- Primary focus will be on implementing process improvements, establishing accurate workflows, and creating process documentation
- Process plan enrollments and monitor HR/payroll system for eligibility changes
- Process weekly 401(k) contribution reconciliation and funding
- Assist with data gathering for annual 401(k) Plan non-discrimination testing and annual qualified plan audits
- Assist with annual profit sharing contribution processing

Skills and Experience:

- Bachelor's Degree in business field
- 2-3 years' experience in retirement plan administration preferred
- Experience with retirement plan compliance and regulatory requirements preferred
- Exceptional Microsoft Office Suite skills with an emphasis on Excel required
- Experience with PeopleSoft a plus but willing to train

Additional Requirements:

We are seeking an individual who is a self-starter with a desire to learn and a motivation to dissect, analyze, and master. Our desired candidate must possess strong analytical skills, an ability to work independently, and exhibit a proactive approach to problem solving. We are looking for an individual who is capable and willing to learn a process, think on how to improve the process, and thoughtfully implement the solution. In order to be successful in this role, our desired candidate must have strong oral and written communication skills and equally important effective listening skills. The ability to handle a fast-paced environment with shifting priorities and crucial deadlines is essential.

Click the link below to apply for this position:

<https://jobs.ourcareerpages.com/jobapplication/492010?appSource=jobView&jobSource=asplundh&culture=en>