



HUMAN RESOURCES

Full Time Benefits Team Lead, La Crosse - WI: Kwik Trip, Inc. has an opportunity for a Full Time Benefits Team Lead in La Crosse, WI. This person will be responsible for providing ongoing strategic support and work closely with the Benefits Manager to oversee the administration of employee benefit plans and programs through project management, auditing, reporting, and company communication as well as be responsible for day to day leadership of the Benefits Team, This person will ensure benefit compliance with federal and state laws, work with benefit vendors while maintaining the company's goals and objectives regarding benefits offered. In addition, this person will:

- Conduct benefits reporting, perform analysis, and document processes
- Prepare communication materials and presentations
- Evaluate benefit processes for streamlining and efficiency improvement
- Propose changes to existing benefit programs/offerings
- Serve as project manager for the implementation of new benefit plans or programs
- Present benefits information to multiple groups of co-workers and key stakeholders

This position must apply working knowledge of legislative issues and laws that impact employee benefits and be familiar with COBRA, PPACA, HIPPA and ERISA requirements.

Qualifications: Bachelor's Degree in Human Resources, Business or related field and 3-5 years' experience in health and Rx plan administration. Leadership/supervisory and project management experience, successful track record dealing with consultants and vendor management, experience creating queries and reports, working knowledge of benefit laws and benefit enrollment systems experience, and strong Excel skills. CEBS or SHRM-CP certification preferred.

Work Schedule: Monday-Friday Daytime Hours, some travel, weekends and overnights as needed.