

Employment Opportunity

HRIS Analyst

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a HRIS Analyst. This position is located at Thiele Headquarters in Sandersville, GA.

MAJOR DUTIES:

- Manage PDS Vista Benefits module, Provide Vista reports as requested such as reports of employee job and pay information, vacation schedules, etc.
- Create Crystal reports and write procedures for system processes.
- Authorize payment of BCBS weekly invoices of ASO charges, claims paid, and stop loss.
- Process and authorize premium payment for Life Insurance – Basic/Dependent/AD&D/ Supplemental and Long-term Disability
- Manage records of medical claims costs and analysis and Anthem reports for trends, high dollars, and stop loss.
- Facilitate information exchanges with Aon-Hewitt such as census reports, etc. Participate in renewal meetings, strategy meetings, etc.
- Work with Consultant on applicable 5500s, work with Actuary on Capped Retiree Medical Premium
- Provide data to Company's actuary as needed.
- Collaborate with other benefit areas to prepare and distribute Employee Benefit Statements, periodically.
- Create and update benefit plan structure and options in Vista, and ensure Wizard performs appropriately.
- Participate in Open Enrollment process as needed.
- Ensure pay grades are changed in the system as needed for promotions, new jobs, general increase, etc.
- Post pay changes for merit pool, other changes, 6-month Increases, etc.
- Document compensation activity as appropriate, ensure compensation activity is maintained in the Vista system.
- Develop organizational charts quarterly and as requested.
- Maintain beneficiary and Open Enrollment files (hard copy and electronic)
- Prepare and file EEO-1 reports annually
- Prepare ACA 1095s and file 1094s electronically with IRS annually
- Maintain Leave Accrual balances in the Vista system
- Manage and maintain the Performance Review online program in the Vista system
- Collaborate with Payroll to complete yearend processes in the Vista system

SKILL REQUIREMENTS AND QUALIFICATIONS:

- College degree required; experience will be considered.
- Proficient written and oral communication skills, Efficient time management, administrative, and organizational skills.
- Proven ability to be professional in all situations; multitask and meet deadlines; understand and follow directions and policies; and work through problems and bring resolution.
- Ability and integrity to handle highly confidential information.
- Strong ability and willingness to work both independently and as a productive team member.
- Proficient in Microsoft Suite (Word, Excel, Outlook, PowerPoint, Publisher). Ability to utilize PDS Vista, Background Check website, and Crystal Reporting.
- Knowledge in HR, Benefits, Employment and Labor Law.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to careers@thielekaolin.com. **Please note "HRIS Analyst" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

