

Sr. Benefits Analyst

Tupperware Brands Corporation is seeking a talented senior analyst with five to seven years of benefits experience for its global corporate headquarters in Orlando, Florida. The successful candidate will provide project and analytical support to administer and evaluate benefit plan design changes or system changes in alignment with support of the business strategy of the company; coordinate benefit enrollments, processing and reporting; ensure programs are in compliance with pertinent legislation (ERISA, PBGC, DOL, IRS, 409A, etc.); and identify and coordinate systems enhancements and effective utilization of associate records.

- Coordinate the development and distribution of benefits materials (SPDs, SMMs, AFN, SARs, etc.). Coordinate with external benefit vendors.
- Provide consulting services to ensure consistency, compliance and cost containment measures to help track, monitor and plan benefit programs. Prepare reports and/or recommendations based on analyses. Recommend changes to manual and automated procedures for benefits plan processing to improve customer service, efficiency and/or reduce costs.
- Coordinate and manage vendor relationships (Ceridian, Prudential, Humana, CIGNA) and the Administrative Committee for Employee Benefits (ACEB).
- Prepare and file appropriate documents for plans with legal entities. Develop updates of all benefit programs coordinating with Legal, Tax and other functions with regard to changes in the programs.
- Perform claims analysis (medical and dental), compare to market trends and provide to Accounting.
- Audit responsibilities with internal, external and Sarbanes Oxley groups.
- Ongoing administration of 401(k), pension, global pension, supplemental retirement plans and executive deferred compensation program with administrator and participants.
- Process, monitor and track QDROs and QMEDs.
- Perform annual functions including Annual Funding Notice, FICA payments, HCE notification and system updates, Summary Annual Reports (401k, H&W), and Creditable Coverage notification.
- Process TCDS Medicare Part D subsidy filing and collection.
- Organize retirement seminars for Tupperware Brands associates.
- Ensure accuracy and reliability of retirement plan, trust and participant data by comparing internal documents to externally generated data.
- Coordinate retiree medical eligibility and premiums through administrator. Analyze and report claim and premium data to actuaries for calculations.
- Compile proxy information for annual reporting.
- Conduct annual benefits pricing and track actual versus estimated.
- Complete all benefit programs reporting and allocation of expenses.
- Provide timely and accurate benefit related data for compliance reporting.
- Assist with benefits open enrollment communications and presentations.
- Assist with resolving associate benefit issues, global mobility, compensation, international benefits or other projects as required.
- Perform all other duties as assigned.

Requirements

- Bachelor's degree in math, business or related field required.

- 5 - 7 years of benefits experience. Knowledge of benefit plans, ERISA and other laws governing employee benefits, payroll/HRIS systems and PeopleSoft benefits system. Ability to calculate savings plan contributions and company liability.
- Professional benefits certification (completed or in process) preferred
- Excellent PC skills are essential (Word, Excel and Microsoft Access)
- Demonstrated vendor management skills
- High degree of accuracy and attention to detail
- Strong math aptitude
- Excellent analytical and problem solving skills
- Ability to assess and improve processes by benchmarking and other means
- Good communication and interpersonal skills
- Effective team player

Please send resume to resume@tupperware.com.

Tupperware Brands Corporation is a global direct seller of innovative, premium products across multiple brands and categories through an independent sales force of over 2 million. Product brands and categories include design-centric preparation, storage and serving solutions for the kitchen and home through the Tupperware brand and beauty and personal care products through its Avroy Shlain, BeautiControl, Fuller, NaturCare, Nutrimetrics, and Nuvo. For more information please visit www.tupperwarebrands.com.
