



JOB TITLE: HR and Benefits Generalist
REPORTS TO: Human Resources Manager

LOCATION: Charlottesville, VA
FLSA STATUS: Exempt

Are you looking for a role where you can make direct contributions to the success of an established organization? A place where you can partner with operational leaders to create and maintain positive Team Member experiences in the workplace? Come join our Team and use your HR & Benefits knowledge to help **Pepsi-Cola Bottling Company of Central Virginia** engage, retain and recruit a high performance work Team.

JOB SNAPSHOT:

Responsible for providing expertise in benefits administration and employee relations in conjunction with the Human Resources Manager. This dynamic role will design and administer a comprehensive employee benefit program that advances the goals and mission of Pepsi-Cola Bottling Company of Central Virginia (PCVA) and ensure compliance with government regulations. This role will also help develop and implement other key Human Resources incentives that engages our Team Members and supports organizational growth. Exceptional customer service and the ability to engage employees at all levels is a must.

WHAT THIS DYNAMIC ROLE INVOLVES:

Benefits Administration:

- Ensure that our employee benefit program engages our employees and compliments our compensation structure and remains competitive to make PCVA a preferred employer in all our locations
- Administer PCVA's employee benefits program, which includes group health, dental, vision, FSA, HSA, worksite benefits, STD, LTD, life insurance, 401(k), and wellness benefits.
- Keep current on benefits regulations and new legislation
- Ensure all benefit programs and policies are legally compliant and oversee the 401(k) plan audit and required filings for benefit programs
- Work with benefit partners to increase employee understanding of benefit programs by communication programs clearly and concisely; translating complex data and/or benefit information into easily understood terms
- Prepare and facilitate meetings designed to help employees obtain information and understand company sponsored benefits. Ensure distribution of required employee notices
- Responsible for the annual healthcare benefits renewal administration and online benefits enrollment process
- Maintains knowledge of trends, best practices, and new technologies in the field of benefits administration
- Administer COBRA in conjunction with third party administrator
- Address employee questions regarding benefit programs, employee self-service portal and time and attendance software
- Ensure that the payroll system and individual benefit providers accurately reflect current employee elections.
- Verify the accuracy of the benefit invoices and perform monthly reconciliations of benefit withholding accounts.
- Facilitates PCVA retiree benefits educational trainings and enrollment

- Administers the company educational reimbursement policy, gym membership and other employee programs
- Perform other duties as assigned

HR Processes:

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- Enter new hires/terminations and payroll changes into payroll and time and attendance software.
- Assists in the development, implementation, and administration of Human Resource policies and procedures to ensure compliance, and its fair application to all employees
- Assist in the development, implementation and communication of company policies and procedures
- Utilize HR metrics and people data to drive solutions
- Maintains tracking systems and submits reports of human resources statistics, to include new hires, applicant flow logs, terminations reasons and exit interviews information
- Assist with analyzing employee issues and in making recommendations
- Serve as back up the weekly payroll processing
- Conducts exit interviews to determine reasons behind separations; partners with supervisors and managers to make improvements based upon feedback for Charlottesville facilities
- Ensures compliance with employment laws/state codes, and poster requirements
- Assists with recruitment events including hosting/attending job fairs and community relations events at local colleges, training centers and schools
- Assist with facilitation of various trainings and communications
- Be a resource for management regarding employee information and benefits.

YOUR KNOWLEDGE, SKILLS & ABILITIES:

- Associates or bachelor's degree in Human Resources, Business Administration or related field, or equivalent combination of education and experience
- Minimum of 3 years of experience in Human Resources required, manufacturing environment preferred
- Certification (HRCI or SHRM) is preferred but not required
- Comprehensive knowledge of HR principles and practices
- Demonstrated knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, FLSA, ADA, HIPAA Section 125, Medicare, and Social Security and DOL requirements.
- Experience with UKG Ready, Sage HRMS is a plus
- Demonstrated experience in benefits administration and payroll process
- Possesses high ethical standards
- Ability to maintain a high degree of professionalism, confidentiality and discretion
- Proven ability to provide exceptional customer service with internal and external contacts
- Effective public speaking and presentation skills
- Professional communication skills, both orally and in writing, that enables collaboration, and building relationships with various levels and diverse backgrounds.
- Ability to collect and analyze data and articulate sound and reliable conclusions.
- Utilizes a consultative approach when working with supervisors and staff

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer. To apply, please forward your resume to ThermaJean Cossette at tcossette@pepsicva.com.