

Benefits and Compensation Specialist



Fouts Bros is a family-owned business since 1952 with facilities in Georgia and Texas. Fouts Bros is proud to have become one of the largest and most diverse commercial truck manufacturers in the US. Fouts Bros is committed to developing new commercial vehicles that provide industry-best value, quality, and dependability.

Our company's core values are quality, efficiency, continuous improvement, safety, and teamwork. We believe in conducting business with honesty and transparency, continuously seeking new ways to improve and evolve, fostering relationships with our community and supporting local initiatives, and operating in an environmentally responsible manner to minimize our impact on the planet.

Job Summary:

The role of a Human Resources Benefits and Compensation Specialist involves designing, implementing, and managing employee benefits programs and compensation structures within an organization. This includes conducting market research to ensure competitive salary and benefits packages, managing payroll and administering benefits programs such as health insurance and retirement plans, and ensuring compliance with employment laws and regulations. The specialist also plays a key role in negotiating contracts with benefits providers, analyzing data to determine the effectiveness of current compensation packages, and communicating with employees about their benefits and compensation. Overall, the benefits and compensation specialist plays a critical role in attracting, retaining, and motivating employees through effective compensation and benefits strategies.

Key Responsibilities:

- Developing a fair, equitable, and competitive total compensation and benefits package that aligns with the company's strategy and business goals.
- Gathering data on industry salary trends, benefits packages, and compensation structures to benchmark against what other organizations are offering.
- Stay up-to-date on labor laws, tax regulations, and industry standards to ensure that the organization's compensation and benefits programs are in compliance with all relevant laws and regulations.
- Negotiating and managing relationships with benefits providers.
- Communicating effectively with employees about their benefits packages and compensation structures.
- Collaborate with HR team to design competitive salary, benefits, and rewards packages that appeal to top candidates and encourage current employees to stay with the organization.
- Stay updated on relevant regulations, conduct regular audits of compensation practices, and collaborate with legal experts to address any potential compliance issues.
- Preparing job descriptions, conducting job analysis, evaluations, and classifications.

Qualifications and Education Requirements

- Proven working experience as a Compensation and Benefits Specialist.
- Prior experience in HR practices and compensation cycle management.
- Excellent presentation, analytical, problem solving, and organizational skills.
- Relevant work experience in HR Administration.
- Ability to multitask and be organized.
- Exceptional interpersonal and time management skills.
- Adaptability and accountability.
- Proficiency using Microsoft Office Suite.
- Excellent customer service skills.
- Continuous learning and staying up-to-date with industry trends are also important for success in this role.

Attributes

- Excellent telephone, verbal, and written communication skills.
- Sound knowledge of labor laws and practices.
- The ability to keep sensitive information confidential.
- Must be approachable and helpful.
- Strong critical thinking skills.
- Good ethical judgment.
- Has strong ability to generate ideas, show creativity and provide solutions.
- Must have exceptional productivity skills. Can be relied on to get the job done accurately and on time.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.