

Job Posting

Job Title: Benefits Administrator - REMOTE

Department: Human Resources

Summary

The Benefits Administrator will work closely with the Senior Manager, Retirement Plans and Senior Director, Retirement Plans in the day-to-day aspects of the department's benefits operations and special projects, including organizing and implementing processes in areas such as 401(k) and pension administration. The role may also offer opportunities to handle a variety of HR initiatives and assist with the administration of the company's health & welfare benefits. Strong organizational, analytical and communication skills are required.

Primary Functions and Essential Responsibilities

- Assist with benefit implementation projects, outsourced vendor relationships and administration of the company's 401(k) savings plans, pension plans and other employee benefit plans
- Assist with benefit compliance-related processes (create and view reports related to weekly, monthly, and annual retirement activities)
- Monitor ERISA alerts as well as develop and support solutions to meet regulatory changes that impact the company's retirement benefits. This may include changes at the federal, state, and local regulatory level or compliance changes affecting HR, benefits, and payroll. Communicate changes to affiliate HR teams, as necessary.
- Assist in the preparation of the company's regulatory reports such as Form 5500/Annual Returns, and CEO Pay Ratio
- Assist in the annual employee benefits audit
- Prepare and/or analyze ad hoc reports or pull data as needed from Workday HRIS
- Assist in the administration of a closed pension plan, to include monitoring participant status, providing retiree notifications and payments, processing invoices, and working with outside vendor on the annual valuation
- Monitor internal and external benefits call center activity. Serve as escalation point for questions and resolve issues that arise from employees at our various business units or benefit vendors.
- Work closely with benefit representatives across the company's business units
- Process invoices
- Document processes and work product for audit and
- Perform other duties as assigned

Essential Skills, Abilities, and Attributes

- Bachelor's degree or equivalent experience in Human Resources preferred
- Minimum of 3 – 5 years of HR experience administering 401(k) savings and pension plans preferred
- Absolute discretion in handling sensitive and confidential information; strong integrity and ability to exercise good judgment
- Resourceful, with ability to work well independently as well as with a team in a fast-paced virtual environment
- Quick learner who takes initiative and ownership of their work
- Ability to prioritize and balance multiple tasks or projects
- Ability to interpret/analyze participant data (payroll, benefits, and other demographic content)
- Excellent verbal and written communication skills
- Experience developing, editing, and proofing employee communications desired
- Professional demeanor, commitment to excellence and a team player
- Ability to build strong relationships with a diverse group of employees, business unit partners and corporate colleagues
- Flexibility and the ability to self-direct work and projects assigned
- Strong attention to detail and excellent organizational skills including the ability to interpret/analyze data
- Prior experience with Workday, a plus
- Proficient using:
 - Google Workplace (including Meet, Gmail, and Calendar)
 - Microsoft Office applications, particularly with Excel and Teams
 - Zoom

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print, and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants, and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients, and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated, and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values



Best-in-class Benefits!

You deserve to thrive at home and at work, and it's not always easy. Graham Holdings Company recognizes that wellness is a journey that requires flexibility and exceptional resources to help. That's why we offer industry-leading benefits to our employees that includes: three medical plans, two dental plans, vision discounts, 401(k) and pension plans (company contribution starting at 6.45% up to 9.25% with tenure), 4 weeks' vacation to start, \$5250/year tuition reimbursement, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, employee discounts & deals and more.

In addition to premium health, dental, and life insurance plans at discounted rates, Graham Holdings Company provides the following wellness services for most employees at *no additional cost*:

- Pregnancy and family building support from [Maven](#)
- Up to \$20,000 for fertility treatment
- Telehealth support including primary care and mental health services
- Back and joint care, including customized physical therapy, from [Hinge Health](#)
- 24/7 nurse support line from Aetna
- Student loan resources from Candidly
- Medical advice, including second opinions, with [2nd.MD](#)

Send resume, cover letter and salary requirement to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.