



Head of Compensation and Benefits (m/f) - Hospitality Industry

Ref.Nr: MPI DE HR-2018-002491

Firma: Meeting Point International GmbH

Meeting Point International is a part of the FTI Group, the third largest Travel Operator in Germany and Europe. We are a worldwide company providing destination management services for travel professionals. Current destinations we operate within include, popular Mediterranean holiday hot-spots such as; The Canaries, Spain, Greece, Turkey, Portugal, Italy and Cyprus, further afield resorts such as Azores, Egypt, Morocco, Tunisia and Lebanon, and long-haul destinations such as USA, the Caribbean, Thailand, the UAE and Oman.

Ihre Aufgaben:

This position is responsible for the day to day duties of all company-wide benefits. This includes owning the relationships, with vendors, providers and employees to ensure accuracy and follow up regarding all employee benefit and safety programs. This role is operational, analytical, and strategic in nature, being responsible for, oversight and administration of all employee benefits, safety and wellness programs. This position will be responsible for the administration and auditing of all plans, deductions, proposed changes, ensure Regulatory compliance. Creating and documenting all corresponding policies and procedures for benefit, wellness and reward programs will be required. This role is also responsible for developing, recommending and implementing new, or modified reward plans and policies that provide a competitive employee value proposition and are sound business decisions for our company.

- Manage the day to day administration of employee benefit programs including, but not limited to, health benefits, life and disability insurance, medical savings programs, qualified and non-qualified deferred compensation programs, and leave of absence programs.
- Evaluate and compare employee benefit programs against the competitive landscape, evolving legislation, and internal business needs; make program recommendations for review by senior management; and lead the implementation of new programs or vendors as directed.
- Develop policies and procedures to ensure compliance with federal, state, and local employee benefits regulations; prepare government and participant reporting; maintain knowledge of evolving benefit law; and recommend changes to programs and plans to minimize risk.
- Develop and monitor administrative procedures that result in the accurate enrollment, payment, and processing of employee benefit transactions; develop and monitor internal data audits; work collaboratively with finance and systems management in areas of financial recordkeeping.
- Manage the selection, training and development of benefits staff responsible for administering benefit programs.
- Develop and maintain program cost and performance metrics for use in evaluating program effectiveness and identifying opportunities for enhancements.
- Develop and execute employee communication strategies, methods, and materials to enhance employee understanding of, and engagement with, benefit programs.
- Oversee open enrollment process including technical administration, vendor coordination, and the development of a targeted communication strategy.
- Work collaboratively with other Business Units to deliver benefits to employees; monitor and evaluate vendor performance and participate in vendor selection projects.
- Performs other duties as assigned.

Ihr Profil:

- Minimum of 7 years of related experience.
- Minimum of 3 years of supervisory experience.
- Bachelor's degree - Business Administration, Human Resources, Organizational Management Relevant work experience can be substituted for education - 7 years
- Ability to successfully manage complex projects and the associated cultural change that accompanies new programs, processes, or policies.
- Ability to communicate clearly and effectively with individuals at all levels both internally and externally
- Strong technical ability to work with software applications including the development of configurable tables, custom reporting, user security management, interfaces, and ftp transfer.
- Subject matter knowledge, communication ability, and analytical skills acquired through working.

We offer:

More than just a place to work as our employees are very important to us as a person. Besides classical benefits such as company pension and a monthly transportation allowance, we also look after your culinary well-being. In our 950m2 Kairaba Lounge, you can enjoy appetising food ranging from breakfast to after work drinks and snacks at attractive staff rates, with a magnificent view over the Alps. Moreover we are aware of what counts in the stressful 21st century: the work- life balance. That is why we entitle every employee to 30 days of vacation so that you can take a break from everyday life, take advantage of your employee travel discount (25%-50% depending on duration of employment) and continue enjoying working with us. Curious?

We are looking forward to receiving your informative job application written in English via our online application form. Only applications received via

our online application form will be considered. Unfortunately, applications received via e-mail or post will not be processed and included in our recruitment procedure. Original documents cannot be returned.



Otto Vazquez Dominguez

Meeting Point International

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