

<b>Job Title:</b>	Benefits & Compensation Specialist
<b>Location:</b>	Jacksonville, FL
<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	This position will report to Director, Total Rewards
<b>Travel (%):</b>	< 10 %
<b><u>Major Roles &amp; Responsibilities</u></b>	<p>Kraton is looking to hire a new member of our HR team in our Jacksonville, Florida office. The Benefits and Compensation Specialist will be an integral part of the team that administers all of our US Benefits and works globally with our Compensation administration.</p> <p><b><u>Major Roles &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Working as part of the benefits team, assists in the management of the health plan renewal process.</li> <li>• Administers all benefits programs and the benefits open enrollment process interfacing with our external vendors to ensure a smooth and efficient process.</li> <li>• Serves as the day-to-day primary contact for all of our plan vendors and third party benefits and compensation administrators ensuring data is flowing appropriately and plans are effectively supporting the business and our employees.</li> <li>• Serves as the expert for our HRIS platform for benefits in the U.S. (SuccessFactors and BenefitFocus), assisting with system set-up, monitoring of integrations with payroll and vendors and necessary extraction reports.</li> <li>• Provide exceptional customer support to the business and all employees working to always enhance the level of communication provided in regards to our company's benefits and compensation plans.</li> <li>• Complete with accuracy all necessary reporting, auditing and administration of plans as needed.</li> <li>• Administer compensation programs, under direction of Manager, including completing audits and providing reports as needed.</li> </ul> <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<b><u>Skills and Experience</u></b>	<ul style="list-style-type: none"> <li>• Bachelors degree (preferably in HR or business)</li> <li>• Must be knowledgeable about ERISA, COBRA, FMLA, ADAA, ACA and other application benefits guidelines and legislation</li> <li>• Strong HRIS and Excel skills - SuccessFactors and BenefitFocus experience a plus</li> <li>• Strong analytical skills with an exceptional attention to detail</li> <li>• Must be a team player with a can-do attitude! HR certification - PHR, CEBS preferred but not required</li> </ul>
<b><u>How to Apply</u></b>	Submit your resume to <a href="mailto:jobs@kraton.com">jobs@kraton.com</a>