



Job Title: Benefits Administrator

Location: McGregor, TX

Company Overview

TransTech Energy is a leading provider of engineered equipment solutions for processing, storing, distributing, and utilizing a wide variety of liquids and gases in the energy, renewables, chemical, and industrial end markets. Our diverse manufacturing and design portfolio includes ASME pressure vessels, API storage tanks, TEMA heat exchangers, packaged process equipment, reactors, distillation columns, and other custom designed applications. Our design, construction, and field service capabilities include gas processing, storage, and utilization projects in energy, power, industrial, and biogas markets. As we continue to improve our ESG profile, we are committed to investing in renewable energy technologies, and anticipate this will be an important part of our future growth.

We have offices and manufacturing facilities in North Carolina, Texas, Ohio, Oregon, Indiana, and Montana, and have field teams supporting North and South America. With a strong company culture built on a family atmosphere, we define success by how we impact the lives of the people around us.

Job Summary:

The Benefits Administrator will lead all employee benefits programs company-wide. As a Benefits Administrator, you must have thorough knowledge of People Operations best practices and have innovative ideas. The Benefits Administrator ensures that programs are carried out in accordance with company's policies and procedures.

Primary Duties and Responsibilities:

- Partner with insurance broker to design, implement and manage all benefits and compensation programs including rewards and recognition programs
- Assess and provide advice to employees to resolving employee benefit issues
- Perform administrative work involved in the benefit functions, and maintains related records
- Specialize in People Operations at the professional level, and carries out responsibilities in benefits, administering and advising employees and management on the interpretation of benefit policies, programs, and procedures
- Create, maintain and interpret company policies related to People Operations
- Performs basic administration processing and approval of transactions, data input and verification of required documentation. This could include benefits elections, employee communication, disciplinary actions etc.
- Educates employees on company practices and tools.

Competencies:

- Excellent communication organizational and administrative skills
- Ability to prioritize and complete projects within deadline.
- Solid knowledge of People Operations policies, laws and best practices
- Familiarity with HRIS systems and databases

Education:

- Bachelor's degree in Human Resources Management, Business Administration or equivalent professional experience is preferred.

Travel:

- Minimal travel may be required.

Salary is commensurate with experience and education. Benefits include health & dental insurance, company paid life, flexible spending plan, and 401K.

Job Type: Full-time

This organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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