

SENIOR COUNSEL

Knoxville, TN

Major US manufacturer is seeking a Senior Counsel to assist with the evaluation, preparation and negotiation of a broad range of business transactions and to participate in related activities in support of the Legal Department. This is a role that provides an excellent opportunity to develop your skills, manage legal risks in a key region, and make a real contribution as part of a dynamic, global and passionate team.

Essential Responsibilities:

- Draft, review, negotiate and prepare commercial contracts, including supply agreements and vendor agreements (including information technology contracts), and provide advice to business teams concerning the same
- Become the “go-to” internal legal resource for cybersecurity, privacy and export matters
- Provide legal advice on general business topics that are typical for a public company
- Conduct internal training and provide legal guidance on compliance issues, as necessary
- Manage external counsel, as necessary
- Provide other legal support, as necessary

Qualifications:

- Law degree (Juris Doctor) from an accredited institution is required
- Admission in good standing to the Tennessee Bar is preferred
- 3+ years of manufacturing business experience, gained either in a law firm or an in-house environment
- Familiarity with cybersecurity, privacy and/or export matters is a plus.
- Experience working in, or closely with, a public company, and working knowledge of the regulatory and compliance issues facing a public company is a plus.
- Must be a team player and have strong interpersonal skills, as well as the ability to effectively interact and build relationships with employees at all levels of the business.
- Experience and skills associated with supporting a firearms manufacturing business is a plus.

This profitable, stable company offers strong compensation with bonus, and a solid benefits package. Apply now or contact Marty Holmes, President of Management Search, Inc. mholmes@msi1.com directly at 413-233-5483 to learn more.

Benefits Manager

Major manufacturing Company is seeking a strong Benefits Manager to enhance their team. The Benefits Manager is a hands-on role that develops, implements, and administers the organization's benefits strategies, programs and policies. The leader in this role provides excellent customer service to internal/external stakeholders and manages vendor relationships while continually monitoring benefits programs for performance, improvements, and problem resolution. This key position is critical in ensuring the Company's benefits and wellness programs enhance the organization's ability to recruit, retain, and motivate teammates.

Key Responsibilities:

- Manages the Benefits Team on day to day administration of benefits across the organization
- Partner with Director of Total Rewards on the development, implementation, and oversight of all benefits (Medical, Dental, Vision, HSA, FSA, EAP, Telehealth).
- Recommends benefits programs to senior leadership by studying employee requirements and trends and developments in benefits offered by other organizations
- Conducts quarterly and ad hoc meetings to review plan level performance and analyze trends in partnership with consultants and vendor account teams to analyze claims and service levels to determine areas for improvement and attention
- Ensures compliance with federal, state, and local legal requirements by studying existing and new legislation; obtain qualified opinions; enforce adherence to requirements; advise management on needed actions
- Communicates programs, design changes, open enrollment
- Experience reviewing and interpreting various plan documents & policies including service agreements, SPD's, SMM's, and SBC's
- Manages retirement vendor relationships involved in administering and managing all aspects of qualified and non-qualified plans
- Facilitates 401(k) committee, funding/bill payment, calculation of annual Profit-Sharing contributions, maintain plan documents, communication, filing of 5500's

Qualifications:

- Bachelor's degree preferred
- Certified Employee Benefit Specialist (CEBS) designation a plus
- 5+ years' experience in claims administration, client relationship and/or Health Insurance administration preferred; experience with self-funded plans
- 3+ years' leadership experience preferred
- Strong knowledge of benefit-related laws (i.e., HIPAA, ACA, COBRA, FMLA)
- Strong financial acumen and analytical and problem-solving skills a plus
- Experience with 401(k)/retirement plans a must
- Proven track record of collaborating with benefits administrators, Payroll, HRIS, and other internal and external business partners
- Drives process efficiencies; identifies process improvement opportunities and risks, and effectively documents processes and related control checks
- Ability to multi-task and work effectively in dynamic environment
- Team player and self-starter with ability to consistently execute on challenging objectives and stretch goals
- Solid understanding of employee benefits delivery supply chain
- Microsoft Office applications; proficiency with Excel
- Working knowledge of ADP Vantage platform preferred

Apply now, in confidence for immediate consideration. Forward your resume to Marty Holmes, President, Management Search, Inc. mholmes@MSI1.com or call 413-233-5483.