

Global Benefits and Leaves Specialist



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 29, 2024

Published : Jul 29, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About Index Exchange:

Index Exchange is a global advertising supply-side platform enabling media owners to maximize the value of their content on any screen. As a trusted partner and ally, we connect leading experience makers with the world's largest brands to ensure a quality experience for consumers. We're a proud industry pioneer with over 20 years of experience accelerating the ad technology evolution. With our radically transparent business practices and dedication to total market efficiency, we're committed to upholding the integrity of the programmatic ecosystem at large.

What's it like to work at Index?

Index is an exciting and fast-paced place to work. You'll be able to feed your ambition, lean into trust and transparency, and feel genuine support from your colleagues. We're built on our [core values](#) and live them each day. They're not just buzzwords.

We pride ourselves on our independence and openness, not only in our technology, but in our teams, too. Our [diverse and inclusive culture](#) celebrates how we can leverage our unique differences to help drive Index forward.

We have more than 550 Indexers around the globe dedicated to building a safe and transparent marketplace that provides a trusted experience for consumers, and we're looking for talented professionals to help take us to the next level.

We are hiring for a Global Benefits and Leaves Specialist who will be responsible for administering benefits, leave of absences, and benefits reporting analytics. They will be the first line of contact providing benefit support to all employees.

Are you ready to join the programmatic evolution?

What We're Looking For:

- Thrive in organizations that is constantly evolving
- 3 years progressive experience in group benefits and leaves management, with experience in both North American and international markets
- Excellent customer service
- Acts as a team player and promotes a positive environment
- Strong organizational skills and able to meet deadlines
- Highly proficient in software and systems such as HRIS, Excel, Word
- Previous experience in broader total rewards programs such as equity and compensation considered an asset but not necessary

Here's What You'll be Doing:

- Administer employee benefit and retirement plans, including enrollments, terminations, life events, payments, and fulfilling monthly and annual reporting requirements.
- Manage reporting and data analytics on global benefits (self and insured plans), retirement, total rewards and disability programs.
- Provide front line support to internal stakeholders for all relevant policies and procedures.
- Review benefit plans and internal documentation against plan member material.
- Support benefit renewals globally with plan reviews and analysis.
- Administer all leave programs (parental, sick, disability) and return to work in partnership with the HRBP.
- Maintain employee record and progress through the life cycle of any leave, including calculation of top ups, reporting data to payroll, and updating applicable systems with leave details.
- Maintain member records globally for all life events, onboarding, offboarding.
- Collaborate with payroll/finance departments for benefits related payments, allocations and deductions.
- Involved in regional benefits/wellness projects as they arise.
- Stay updated on global benefits regulations, legislation, and market developments.

Why You'll Love Working Here:

- Comprehensive health, dental, and vision plans for you and your dependents
- Paid time off, health days, and personal obligation days plus flexible work schedules
- Competitive retirement matching plans
- Equity packages
- Generous parental leave available to birthing, non-birthing, and adoptive parents
- Annual well-being allowance plus fitness discounts and group wellness activities
- Commuter benefits and discounts, where available
- Employee assistance program
- Mental health first aid program that provides an in-the-moment point of contact and reassurance
- One day of volunteer time off per year and a donation-matching program
- Bi-weekly town halls and regular community-led team events
- Multiple resources and programming to support continuous learning
- A workplace that supports a diverse, equitable, and inclusive environment – [learn more here](#).

Notification

Index Exchange is aware that there have been recent scams directed toward candidates regarding job interviews and offers.

Please be vigilant and do not accept interview requests, job offers, or other hiring-related documents from anyone other than our dedicated recruitment team, from the domain of @indexexchange.com. Our interview process consists of several steps, including phone screens and video interviews. We do not conduct interviews via an email questionnaire or request money at any point in the process.

We remain dedicated to resolving this matter and we appreciate your support.

Equal employment opportunity

At Index Exchange, we believe that successful products are built by teams just as diverse as the audience who uses them. As such, we are committed to equal employment opportunities. We celebrate diversity of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, or veteran status. Additionally, we realize that diversity is deeper than any status or classification—diversity is the human experience. For those who show grit, passion, and humility—Index will welcome you.

Accessibility for applicants with disabilities

Index Exchange welcomes and encourages individuals with disabilities to apply to work with us.

If you require an accommodation, please share the details of your request and any information how we can assist you with the hiring recruiter when they contact you. Index Exchange will make reasonable efforts to ensure accommodation requests are met throughout the recruitment process.

Index Everywhere, Index Anywhere

Our corporate headquarters are in Toronto, with major offices in New York, Montreal, Kitchener, London, San Francisco, and many other global cities. As a major global advertising exchange, we are committed to operating as a tightly-knit global team and embracing and empowering talent wherever our colleagues may be.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
