

Job Title: Senior Benefits Rep.

Job posting No. – 26840

<http://www.bakerhughes.com/careers>

Job Description:

Company Overview:

Baker Hughes serves the worldwide oil and natural gas industry with reservoir consulting and products and services for drilling, formation evaluation, completion and production. We are a leading provider of high-performance technology that creates value from oil and gas reservoirs. Virtually every product and service we provide is designed to lower costs, reduce risk or improve productivity during activities directly related to hydrocarbon extraction, advancing reservoir performance.

Baker Hughes operates in over 90 countries serving independent, international and national oil companies. Our service network is organized into 23 Geomarkets operating in 9 regions and 2 hemispheres. Region and Geomarket management teams work to understand customer needs and coordinate delivery of individual products and comprehensive service solutions that include the right Baker Hughes technologies for the project.

We are currently looking for a Senior Benefits Rep located in Houston, Texas.

Job Description:

Under limited supervision, analyzes and develops policies and benefit plans covering either Health & Welfare Benefits which include accident, health, and dental insurance coverage or Financial Benefits which includes retirement (401K), international retirement, profit sharing, and pension plans. Responsible for delivering open enrollment and ongoing benefit communications in the organization. Keeps abreast of current benefit trends and legislative requirements and programs to maintain equity and market competitiveness in benefit programs. Researches various benefit issues. Assists in the accounting and auditing of plans.

Skills/knowledge:

Handles special projects as assigned. Knowledge of benefit programs and laws relating to benefits. Advanced PC Skills. Commitment to customer service and ability to work in a team oriented environment. Excellent verbal and written communication skills.

Education:

Bachelor's Degree. 4+ years benefits experience.