



Corporate Headquarters
1111 Fairview Ave N
Seattle, WA 98109
Phone: 206.652.1111

www.saltchuk.com

CAREER OPPORTUNITY

JOB TITLE: Manager, Compensation & Benefits
LOCATION: Seattle
REPORTS TO: SVP, Human Resources
POSTED: February 26, 2016

POSITION SUMMARY

The Manager, Compensation and Benefits will provide strategic and hands on support to the corporate home office in all aspects of compensation and benefits. Will be an integral part of developing, implementing, and administering total rewards strategies and programs, including leading cross company compensation and benefits projects and initiatives in support of the mission of Saltchuk.

SALTCHUK OVERVIEW

Saltchuk is a family-owned, diversified transportation and distribution company headquartered in Seattle. With consolidated revenue of nearly \$3 billion and approximately 7,500 employees, Saltchuk is ranked among the largest privately held businesses in Washington. Saltchuk companies provide air cargo, domestic shipping and logistics, international shipping and logistics, marine services, petroleum distribution and trucking services throughout North America. We believe in—and champion—the inherent value of our companies' individual brands. The Corporate office provides leadership and resources to our companies, but not direct management of their operations. We do, however, provide integrated leadership in finance, risk management, human resources and internal audit. A primary function of the Corporate Home is to deploy capital and manage debt. Although the company has grown considerably since its' founding in 1982, the Corporate Home employs about 50 people and has retained the collegial and entrepreneurial culture of a much smaller organization. Saltchuk is a values-driven organization, committed to safety and taking care of its employees, communities and the environment.

JOB RESPONSIBILITIES

- Plays a key role in the creation, implementation and management of reward and recognition programs.
- Works closely with operating companies leading consolidation efforts to create one company-wide 401(k) plan.
- Manages the company's 401(k) plan, including ensuring plan compliance, oversees plan testing and audits, manages investment committee activities, leads vendor partnerships, ensures up to date plan documents and policies, provides excellent employee communications, manages enrollment and controls costs, provides and audits reports as needed.
- Leads health and welfare benefits open enrollment process for the Saltchuk office, key contact with benefits broker, serves as the benefits liaison with business units, leads home office wellness program. Manages claims utilization, plan compliance, and reporting.
- Ensures compensation and benefits programs meet all compliance requirements, including managing required audits, 5500 form completion, ACA reporting, etc.
- Manages various compensation programs including annual salary increases and bonus programs, salary surveys, supports compensation committee meetings, provides input and administers various executive compensation programs, and ensures effective employee communication regarding the value of total compensation.



- Assists in HR data analysis, including compensation and benefits reporting.
- Works closely with the SVP, HR on a variety of cross company collaboration HR initiatives.
- Other duties as assigned in support of HR and Saltchuk strategies.
- Travels to visit subsidiary companies, and attends meetings & conferences as needed.

QUALIFICATIONS

- The ideal candidate will have a minimum of 5 years directly related compensation and benefits experience.
- Bachelor's degree required with an emphasis in Business, HR, Organizational Psychology, or related area preferred.
- Must be well versed in all aspects of retirement plans including significant experience with 401(k) and/or pension plans.
- Experience with compensation philosophies and programs, including salary surveys, compensation structures, and executive compensation programs.
- Solid understanding of compliance requirements and best practices related to compensation and benefits
- HR generalist experience helpful.
- Compensation and Benefit Certifications preferred (CCP, CBP, CEBS)
- HR certification helpful - PHR, SPHR, SHRM-CP, or SHRM-SCP
- Excellent written and verbal communication skills
- Able to think strategically as well as be very hands on
- Collaborative and team oriented approach is essential
- Comfortable working as an individual contributor, as well as working collaboratively with other HR leaders
- Previous experience in fast paced, high growth environments managing multiple projects and priorities
- Strong project and process management skills with a demonstrated track record of delivering results
- Solid analytical skills with an attention to detail
- Strong business acumen, consulting, and problem solving skills

Qualified applicants should respond by sending their resume and cover letter to:

Colleen Rosas, SVP, Human Resources, Saltchuk

Careers@saltchuk.com | 1111 Fairview Ave North | Seattle, WA 98109

Saltchuk is a family of diversified transportation and distribution companies with a vision to serve our customers by being the best in North America. We value safety, reliability, and commitment to our organization – in a work environment where anyone would be proud for their children to work. Please see www.saltchuk.com

Equal Opportunity Employer