



Position Title: (TBD), Human Resources

Location: Santa Monica, CA

Reporting To: SVP, Organizational Strategy & Administration

Summary

Reporting to the SVP, this role is responsible for the day to day Human Resources functions as they related to benefits administration, payroll, LOAs, compliance and administration for our Miramax US and UK offices.

Responsibilities

- Administers all employee benefits programs including 401(k) retirement plans, medical/dental/vision plans, life insurance/AD&D plans, short and long-term disability programs and flexible-spending plans, partnered with our Benefits brokers; including benefits billing administration
- Process payrolls for US and UK and is responsible for accurate payroll processing; including but not limited to the administration of ad hoc payments and other complex payroll transactions
- Continually monitors and maintains company policies and procedures on US and UK Handbook, ensuring they are compliant and up to date; stays abreast of legal issues relating to employment and employees
- Responsible for effective working relationships and liaising with vendors, state/federal agencies, and international vendors on payroll and benefits matters. Ensuring processes run efficiently domestic/international
- Responsible for the orientation and onboarding of all employees globally (US and UK)
- Conducts exit interviews; develops retention strategies and monitors attrition for the company based on feedback
- Responsible for benefit inquiries and LOA processing to ensure a quick, equitable, and courteous resolution. Maintains contact with providers and employees to facilitate proper and complete utilization of benefits for all employees by being the advocacy
- Manage and administer the audit process and Form 5500 filings for ERISA plans; keep management informed on audit process; analyze audit reports and implement recommended process changes resulting from audit
- Conducts Annual Non Discrimination Testing for 401K Fidelity Plan and TASC Flexible Spending Account Plan; ensures to accurately conduct assessments and provide updates and recommendations to management
- Supervises and executes preparation of reports and applications required by law to be filed with govt. agencies
- Creates and maintains all personnel files, benefits files, LOA files and payroll records per legal guidelines
- Liaison with Water Garden's Work Place Safety offices for fire drills, evacuations, CPR Training, Earthquake Preparedness and Floor Warden program for our US office
- Ad hoc projects as needed

Requirements

- 6 years' minimum in Human Resources administration capacity; specifically proven success in Benefits/Payroll/Compliance. Entertainment industry experience preferred
- Bachelor's degree, preferably in HR, Business Administration or related field
- Subject matter expertise on CA and Federal employment practices, policies, legal & EEOC guidelines, as well as wage & hour, payroll and benefits administration
- Compliance in all areas of benefits required including, but not limited to ERISA, COBRA, HIPAA, FMLA, ACA, and ability to identify and comply with new state requirements as regulations are enacted
- Strong background with LOA programs including but not limited to FMLA, ADA, STD, LTD, bereavement, CFRA, and ability to manage administration of these programs
- Functional and technical experience in Benefits, Payroll, HRIS, and HR administration and compliance; International payroll experience, UK preferably



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Requirements (continued)

- A high level of technical expertise including experience with HRIS systems, MS Office Suite software, and web based technology. HRIS experience with ADP Workforce Now preferred
- Proficiency with Microsoft Excel, Access, Word, Visio, and PowerPoint required
- Proven analytical skills with strong attention to detail
- Experience working with and maintaining sensitive and confidential information
- Ability to thrive in an ambiguous environment that demands flexibility; self-driven
- Confident ability to interface effectively with all levels of employees, managers and executives; internal/external
- Demonstrated success in working in a fast-paced environment while maintaining a professional demeanor and exercising tact and good judgment

To Apply

- Please send resume & cover letter to careers@miramax.com and include "TBD, Human Resources" in the subject line.