

At Masters Gallery Foods, **enhancing the lives** of those we influence, whether our employees, our partners or individuals in our communities, is something we strive to do every day. After all, **we believe a positive impact is something to be proud of**, and is the foundation for everything we do. If you're looking for an opportunity to be empowered to be the best you can be at work or at home, you've come to the right place. We offer a cooperative culture that is rich in ongoing career development and rooted in collaboration.

Masters Gallery Foods is proudly based in Wisconsin, and delivers the highest quality cheese products to our partners and customers. You will be supported and encouraged to **make a difference**, and **your dedication and passion is acknowledged and appreciated**. If want to make a change and start where you can grow, you can at Masters Gallery Foods. Join us!

HRIS/Benefits Administrator

As the Human Resource Information System (HRIS)/Benefits Administrator, you'll be responsible for supporting and maintaining the organization's HRIS application (UKG Pro) and modules, as well as serve as the administrator for all Company benefit, wellness and leave programs.

What You Can Offer

- Bachelors Degree in Human Resources Management, Business Administration, or related field required.
- At least 4-6 years of related experience required with at least one year in a progressively responsible HRIS/Benefits role preferred.
- SHRM-CP Certification or CEBS preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and technical support skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Excellent interpersonal skills to frequently deal with employees, management and benefit partners.
- Familiarity with human resource policies and procedures to ensure the HRIS meets organizational needs and goals.
- Demonstrated knowledge of federal and state regulations including FMLA, ADA and HIPAA.
- Ability to keep information confidential.
- Ability to prioritize tasks and work independently and efficiently to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial HRIS product. UKG Pro preferred.

What Masters Gallery Foods Can Offer You

We're a company built on many values, among them are passion, integrity, and people, which means if you join Masters Gallery, you'll join a team brought together by enthusiasm, trust, and

dedication. Beyond our commitment to offering exceptional products and customer service, Masters Gallery is committed to career development, inclusion, flexibility, and fun at work.

To uphold those values, Masters Gallery Foods provides:

- A generous benefits package (health, dental, vision, and more)
- 401(k) with company match
- Life insurance
- Business travel insurance
- Incentives and incentive programs (such as tuition reimbursement, subsidized fitness programs, cell phone discount programs, company product discounts, and more)
- Opportunities to give back to the community (drives, activities, matched donations, and more)
- Green initiatives
- Training and development programs
- Opportunities to give feedback and suggestions in a judgement-free zone
- Numerous fun activities throughout the year (potlucks, chili cook-offs, ugly sweater contests, and more)

Masters Gallery is an Affirmative Action and Equal Opportunity Employer. We encourage all qualified applicants to apply regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

