



About the Company:

Regency Centers Corporation (NYSE: REG) Regency Centers is the preeminent national owner, operator, and developer of shopping centers located in affluent and densely populated trade areas. Our portfolio includes thriving properties merchandised with highly productive grocers, restaurants, service providers, and best-in-class retailers that connect to their neighborhoods, communities, and customers. Operating as a fully integrated real estate company, Regency Centers is a qualified real estate investment trust (REIT) that is self-administered, self-managed, and an S&P 500 Index member. For more information, please visit regencycenters.com.

About this Opportunity:

Regency Centers is seeking a **Benefits Administrator** to join our corporate office located in Jacksonville, Florida. The Benefits Administrator will assist in the development, administration, evaluation and communication of employee benefit programs. In addition, this individual will consult with and advise employees on plan eligibility, administrative procedures, plan mechanics and other compensation and benefits issues. They will provide general analytical support and work to ensure that Regency's total rewards programs are positioned to attract, motivate and retain the necessary talent to move the business forward.

Key Responsibilities:

Benefits Administration

- Administer employee benefit programs (e.g. health and welfare, wellness, 401(k), life and disability insurance, COBRA, OSHA, and workers compensation).
- Consult with and advise employees on plan eligibility, administrative procedures, plan mechanics and other benefit issues such as FMLA and personal leaves of absence.
- Coordinate benefits information flow between Regency Centers, third party vendors, and benefits consultants.
- Assist in developing and implementing communication campaigns to enhance employee understanding and awareness of Regency's benefits programs and wellness strategy.
- Maintain all benefit records according to legal requirements and Regency's adopted retention guidelines, and stay informed of legislation as it relates to benefits including ACA compliance.

Compensation Support

- Assist in administering the performance management system and coordination of the annual merit increase and performance review process.
- Assist in keeping job descriptions current.
- Develop basic compensation reports while interpreting and presenting data accurately.

General Support

- Handle accounting-related responsibilities such as invoice processing, check requests, and expense reports.

- Contribute to the overall success of Human Resources team by actively participating in group projects and supporting other team members when necessary.
- Complete special projects as requested.

Qualifications:

Required:

- Bachelor's degree in Business Administration, Human Resources, or related discipline
- One (1) to three (3) years of experience working in a Human Resources department
- Intermediate level of proficiency with Microsoft Office software including Excel, Word, Outlook, and PowerPoint, as well as email and Internet research functionality
- Knowledge of contemporary human resources practices
- Basic proficiency with HRIS applications

Preferred:

- Prior experience working in benefits administration
- Certified Benefits Professional (CBP) and/or PHR or SHRM-CP designation (or active pursuit of)
- Experience using Ceridian

Personal Characteristics:

- High level of professionalism and integrity; trustworthy and able to handle confidential and proprietary information appropriately
- Strong attention to detail, accuracy, and organizational skills with the ability to prioritize and manage time and multiple tasks effectively
- Ability to assimilate verbal information rapidly
- Excellent communication skills (able to communicate ideas clearly, capable of precise written and verbal communication)
- Highly motivated with strong customer focus

Benefits:

We recognize people as our most valuable asset. Our competitive compensation and benefits package includes a 401(k) profit sharing plan with company match, medical insurance with prescription drug coverage, dental insurance including coverage for orthodontics, vision insurance, an incentive-based wellness program, flexible spending accounts, company-paid short-term and long-term disability insurance, company-paid life insurance, educational assistance, matching charitable gifts and flexible paid time off.

*Regency Centers is an equal opportunity employer. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, gender identity, sexual orientation, disability, national origin, or protected veteran status. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of background investigation. Regency Centers is a smoke-free workplace. Pre-employment drug screening is required. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.

How to Apply:

To be considered for the Benefits Administrator position, please apply online with an updated resume at <https://www.regencycenters.com/regency/careers/job-opportunities>.