

Position: Senior Global Benefits Analyst- EMEA Region
Organisation: WW Total Rewards
Location: Romania(preferred location). UK and Ger considered
Direct Report Manager: Sr Director WW Total Rewards

Overview

Adobe (NASDAQ: ADBE) revolutionizes how the world engages with ideas and information. For 25 years, the company's award-winning software and technologies have redefined business, entertainment, and personal communications by setting new standards for producing and delivering content that engages people virtually anywhere at anytime. From rich images in print, video, and film to dynamic digital content for a variety of media, the impact of Adobe solutions is evident across industries and felt by anyone who creates, views, and interacts with information. With a reputation for excellence and a portfolio of many of the most respected and recognizable software brands, Adobe is one of the world's largest and most diversified software companies.

Today, Adobe is better positioned than ever to push the boundaries of the digital universe. Under the leadership of President & CEO Shantanu Narayen, we're driving even greater innovation with powerful, compelling software solutions that meet the needs of customers and markets ranging from designers and filmmakers, to enterprises and governments, to developers and home users.

Recognizing that employees are at the core of our success, Adobe recruits and retains highly qualified and motivated individuals, creates an environment where they can innovate and achieve their best, and rewards them for their performance by giving them an opportunity to share in the company's success.

Adobe At-A-Glance

Headquarters: San Jose, CA
Founded: 1982
IPO Date: 1986
Employees: 7,500+
Offices: 30+ offices worldwide
Fiscal 2005 revenue: \$1.96 billion
Fiscal 2006 revenue: \$2.57 billion
Fiscal 2007 revenue: \$3.15 billion
Fiscal 2008 revenue: \$ 3.58 billion
Fiscal 2009 Revenue: \$ 2.95 Billion

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<http://www.adobe.com/aboutadobe/careeropp/fma/dayinthelife/>

Adobe in the EMEA territory



Adobe employs over 1,000 people in the EMEA region; 30 offices in 20 countries. Our Sales, Marketing & Consulting functions operate from a network of 12 primary offices distributed across the main EMEA capitals and are growing presence in emerging “high potential” territories. Adobe EMEA plays a significant role in research & development, with world-class engineering centres in Hamburg and Bucharest, and a regional centre for Technical Support based in Edinburgh; also housing staff from our consulting business. In addition, Adobe also has a regional shared services and operational centre in Dublin, Ireland.

Senior Global Benefits Analyst - EMEA Region

This position will be a key part of the Global Benefits Team and become *the* key contributor in delivering our benefits strategy in the EMEA region. The primary responsibilities are:

- **Benchmarking / Quotation Review:** Drive on going renewal process which includes benchmarking design, review quotations, put forth recommendation with or without broker assistance.
- **Survey submission:** key driver in survey data submission, generate ad hoc survey as needed
- **Process Improvement:** key contributor in streamlining premium payment process, PO set up, and/or driving solution to any benefits administration issues in partnership with HR and SSC. Ideally, this candidate can drive the process documentation that can be shared by SSC and HR. The goal of this exercise is to a) avoid lapse of payment that results in loss of coverage b) enhance process efficiency which leads to cost savings
- **Vendor and broker management:** Proactively manage the local vendor and broker relationships by sourcing any local feedback on vendor performance. Ensure broker
 - delivers result on budget and on time; leverage existing vendor’s capability to ensure we maximize ROI spent on the fee we pay.
- **Communication:** Contribute key benefits content/collateral as requested by local HR. Update and maintain benefits content on Inside Adobe
- **Special Project:** Be a key contributor in special projects such as EMEA holidays update, special retirement review project, geo expansion, M&A, company car. Some projects might be outside of EMEA.
- **Trend Data Analysis:** Be a key contributor or driver in gathering meaningful trend data in utilization, member demographics, common illness in our benefits plans so that we can develop a disease management or wellness strategy.

The Candidate



We are looking for a Benefits professional who has tangible experience of owning and driving a benefits portfolio for an entity across the EMEA territory.

- Bachelors Degree
- Tangible experience of owning a benefits portfolio on behalf of a company (all industry sectors considered) across a European and/or EMEA geography.
- Perform some level of benefits administration
- Desired but not essential: Multi-European language skill (i.e. French, Dutch, Italian, etc)
- Can demonstrate tangible experience and skills in project management.
- Excellent interpersonal skills
- Ability to clearly and effectively communicate both verbal and written
- High degree of organisational skills
- Detail oriented
- Strong analytical skills, and proficiency in excel
- Ability to work independently and under pressure
- Ability to multi task with attention to detail and emphasis on data integrity

Adobe's dynamic working environment is well known – including ten years on [FORTUNE magazine's "100 Best Companies to Work For"](#), and other, similar accolades. By hiring the very best and brightest, we continue to be a simply better place to work. Adobe is an equal opportunity/affirmative action employer. We welcome and encourage diversity in the workplace.

Other Info

About Adobe

<http://www.adobe.com/aboutadobe>

Adobe Executive Bios

<http://www.adobe.com/aboutadobe/pressroom/executivebios>

Adobe Investor Relations

<http://www.adobe.com/aboutadobe/invrelations>

Adobe Culture and Benefits

<http://www.adobe.com/aboutadobe/careeropp/cultureandbenefits.html>

Adobe Career Opportunities

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

