

Hubert Zawisza



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PROFILE

Experienced benefits professional with a proven track record of success in managing complex benefits plans, ensuring compliance with regulations, and providing exceptional customer service. Possesses in-depth knowledge of pensions, health, and life insurance. With expertise in communicating benefits information to employees, trustees, and other stakeholders. Proven ability to analyze benefits data, identify trends, and track plan costs. Adept at using benefits administration software, HRIS systems, and communication tools.

WORK EXPERIENCE

10/2022 – PRESENT REMOTE, POLAND
UK Pensions Administrator
Capita

- Thoroughly reviewed and analyzed pension fund rules and schemes, ensuring compliance with regulatory requirements and industry best practices.
- Collaborated closely with trustees and members to address their concerns, explain plan provisions, and gather feedback for plan improvement initiatives.
- Organized and facilitated regular pension plan meetings, ensuring effective communication and decision-making among stakeholders.
- Provided comprehensive benefits and pensions support to a diverse range of members and teams, answering their queries and resolving their issues promptly and efficiently.

04/2022 – 10/2022 CRACOW, POLAND
Lead Specialist - Recruitment & Benefits
AMS

- Developed and implemented comprehensive onboarding programs to effectively integrate new hires into the organisation
- Managed end-to-end recruitment process, including sourcing, screening, and interviewing candidates
- Conducted salary benchmarking and negotiated job offers to ensure competitive compensation packages

WORK EXPERIENCE

11/2019 – 04/2022 CRACOW, POLAND
Administrator of Pensions
Aon

- Managed and processed pension benefit applications, ensuring accurate and timely disbursement of funds.
- Conducted thorough audits of pension plans, identifying and resolving discrepancies to maintain regulatory compliance.

SKILLS

SOFTWARE SKILLS

MS Excel
Google Workspace
Workday
SAP
Greenhouse
Salesforce

LANGUAGES

English **Full**
Polish **Native**
Russian **Limited**

STRENGTHS

Analytical # Responsible # Communicative
Resourceful # Detail-oriented # Organised

CERTIFICATES

12/2023
The Sales Development Representative
Training Program
by Robert Park

05/2018
C1 English Course
Professional English School in Rzeszow