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# Example of Analyst, Benefits Job Description

Our innovative and growing company is hiring for an analyst, benefits. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, benefits

* Answers associate and health care providers’ requests over the telephone or through written correspondence within the time service standards set by the department
* Administers the Open Enrollment process involving communication with all Home Office and Field associates all retirees to maintain or change their benefits for the upcoming plan year
* Obtains medical information from associates, hospitals and doctors for pre-existing, outpatient/inpatient preauthorization reviews, second opinion determinations and concurrent reviews for inpatient admissions
* Manages Benefits Service Center vendor to ensure high quality and timely customer service and support
* Manages on-line enrollment tool and on-line benefits information
* Manages Annual Enrollment processes, systems and employee communications
* Manages and resolves employee escalations from the Benefits Service Center working with internal and external partners
* Voluntary employee benefits programs (pre-paid legal, perks programs, discounts)
* Newborn Baby gift program
* Manages weekly New Hire Orientation

## Qualifications for analyst, benefits

* Healthcare / Medical Billing experience
* Ability to identify, recommend and act on process improvements among responsibilities managed
* Demonstrated ability to build and maintain relationships with internal and external stakeholders
* A team player with the ability to work autonomously
* Life Insurance Programs – including Basic Life, AD&D & Supplemental Life Benefits
* Serves as team back-up within US benefit team for various other benefits programs