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# Example of Benefits Admin Job Description

Our innovative and growing company is looking for a benefits admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for benefits admin

* Ability to learn, interpret, and effectively communicate benefit plan provisions, policies, programs, and practices
* Assists with administration of global recognition program and vendors
* Assists with the administration of wellness programs and vendors
* Student should be pursuing a degree in ACCOUNTING and should be knowledgeable about posting journal entries
* Student must be able to work independently but ask questions whenever necessary
* Maintaining privacy and confidentiality of sensitive information is absolutely essential
* Student must work productively to complete work in the needed timeframe such as monthly deadlines for processing
* Responsible for updating and maintaining data within existing US and Canadian benefits and savings plans
* Monitor, analyze and prepare data reports for the HR Department and Operations
* Provide general information and direction to support the HR Shared Service Model for North America

## Qualifications for benefits admin

* Ability to multi-task between employee, Manager, Comp and Payroll Analysts when needed
* 2 year degree or 2 years insurance, accounting or customer service experience
* Successfully complete a minimum of 6 credit hours per term during both the Fall and Winter terms (~Sept-Apr)
* Assist with other HR Benefits department tasks as needed
* Work with confidential and sensitive material
* Post-secondary education in Human Resources, Business, Office Administration or equivalent combination of education & experience will be considered