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# Example of Benefits Administrator Job Description

Our company is growing rapidly and is looking to fill the role of benefits administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for benefits administrator

* Serve as the primary contact for plan vendors and third party administrators
* Coordinates all leave administration including disability and FMLAProvides excellent customer service in assisting associates with benefit issues, enrollment, qualifying life events, plan questions
* Creating HR files for new hires
* Scanning documents to be uploaded and shared internally
* Scheduling interview candidates (clearing them with lobby security, booking an interview room)
* Assisting me with setting up for organized events
* Filing documents in HR files
* Assembling new hire packets
* Ensure that benefits programs are administered in compliance to the established Human Resource policies, programs, and practices
* Assist with annual open enrollment and wellness initiatives

## Qualifications for benefits administrator

* Contact Carrier Reps on outstanding issues pertaining to employee level service
* Review carrier invoicing prior to client delivery by our Billing Dept
* Complete discrepancy resolution for assigned issues
* Review each carrier discrepancy report after an electronic feed has been passed
* Escalate carrier plan availability issues to Sr
* Detailed understanding of Benefits principles