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# Example of Benefits Administrator Job Description

Our innovative and growing company is looking to fill the role of benefits administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for benefits administrator

* Work with external vendors to ensure high levels of service, accuracy, and compliance adherence
* Review and reconcile carrier file transfers
* Review, create, reconcile and process all vendor invoices prior to payment
* Manage all day-to-day benefits activities
* Approve employee enrollments and changes in the Company’s 3rd party enrollment system
* Lead process improvements and change efforts for all benefits plans
* Maintain up to date and accurate plan documents, summary plan descriptions and other required notices
* Direct benefits-related HRIS activities
* Develop education and communication programs to successfully market and explain benefits offerings, including creating and delivering educational presentations, completing new hire orientations, and distributing specialized communications
* Partner with internal groups

## Qualifications for benefits administrator

* Coordinate details of any escalated issue to Sr
* Able to work on AS400 based system browser based systems
* Respond to benefit questions/issues
* Canada Benefits Administration
* Lead contact and day to day administration for claims resolutions, newly eligible enrollment, education, interpretation of plan provisions and associate vendor issues
* Manage accuracy and efficiency of enrollments, changes, updates and termination of benefits