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# Example of Benefits Administrator Job Description

Our company is hiring for a 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

* Retirement Plans and ESPP administration
* Facilitate weekly funding of plan contributions and loan payments
* Monitor the 401(k) loan administration process (leave of absence suspensions and delinquent payments
* Generate monthly, quarterly, annual and ad hoc reports as needed
* Support the ESPP purchase and communication processes
* Wellness program administration support at the 3 Columbus area locations (Etna, New Albany and Columbus)
* Prepare periodic Benefit Communications
* Able to develop and lead a project plan and make recommendations on resources needed and timing of those resources to ensure project stays on schedule to the Benefits Manager
* Interface with vendors to ensure that the team and employees receive the expected level of service
* Develops and maintains the new hire kit

## Qualifications for benefits administrator

* Life events comparison reports
* Business controls testing
* Administration of UK disability plan & permanent health insurance
* Managing payroll related reports
* Raising vouchers for leavers
* 5-7 years of benefit administration and/or HR experience administering, interpreting and communicating health plans