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# Example of Benefits Assistant Job Description

Our innovative and growing company is looking for a benefits assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for benefits assistant

* Conduct monthly and quarterly audits for benefit plans by using HRIS reporting
* Create benefit reports as needed
* Provide support with Health Fairs, Flu Shots and Wellness Events
* Assist with written benefit communications
* Maintain Benefits section of company intranet
* Will research and respond to telephone and email employee Benefit inquiries
* Track and audit HR data in Benefits and other systems
* Data entry of employee benefit changes and information into HRIS database
* Compose correspondence to employees and vendors
* Assist with preparation for multiple Health Fairs and Open Enrollment

## Qualifications for benefits assistant

* Personable, energetic, self-motivated
* Experience with Oracle enterprise HRMS tools a plus
* Strong Adobe Photoshop/design skills a plus
* Previous HR internship or experience a plus
* Knowledge of benefit language
* Excellent computer skills – must be proficient with Word, Excel, Outlook and Internet savvy