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# Example of Benefits Associate Job Description

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

## Responsibilities for benefits associate

* Assist in general benefits design duties
* Review incoming forms for completion and accuracy
* Strong PC skills including MS PowerPoint, Word, and Visio
* You are an assertive, project-oriented individual who can work with minimal supervision and who is solutions oriented
* Provide guidance to members on open enrollment issues, questions and concerns about benefit options which may include comparing and contrasting benefits during open enrollment, new hires and change of status
* Investigating, assessing and recommending solutions to employee queries
* Interpreting company policies and procedures, and advising employees and managers accordingly
* Leveraging standardized global processes, tools, and technologies to ensure a quality service
* Case management, analysis, tracking, and documentation
* Managing day-to-day assigned tasks in accordance with SLAs, and OLAs

## Qualifications for benefits associate

* Must basic knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
* Must have strong communication, interpersonal, and project management skills
* Proficiency in accessing and conducting research via the Intranet
* Fluency in a foreign language(s) spoken in any of the countries in which we operate preferred
* Ability to speak English is necessary
* Bilingual fluency in English & Spanish preferred