Downloaded from <https://www.velvetjobs.com/job-descriptions/benefits-associate>

# Example of Benefits Associate Job Description

Our company is growing rapidly and is looking for a benefits associate. 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 associate

* Assists with preparation of quarterly meetings for the Company's Benefits Administrative Planning Committee (BPAC)
* Assists with the timely completion and submission of required reports, such as annual Form 5500 Provides information to finance department personnel and outside consultants and/or auditors for testing and preparation of reports
* Participates in year-end financial benefits programs such as true-up matching contributions, profit sharing, excess savings plan contributions, compliance mailings
* Assists employees with questions regarding the Company's financial benefits programs
* Maintaining vendor contact to investigate claims discrepancies, provide information in non-routine situations and resolve administrative problems with the carrier representatives
* Works with People Technology and IT for any new or changing file feeds
* Supporting the annual Open Enrollment process by developing communication material, conducting employee presentations and providing general employee assistance and other tasks associated with the period
* Performing additional duties as directed by Senior Director, Benefits
* Take direction from senior Benefits Team members, not only from direct manager
* Maintain 100% confidentiality with regard to employee/company data

## Qualifications for benefits associate

* Ability to work under pressure (short deadlines) and prioritize many responsibilities
* 1-3 years in Benefit Communications
* Experience and knowledge of benefit communications including health, welfare, pension and retirement benefits, legally required benefit communications, summary plan descriptions
* Ability to work under stress with interruptions and deadlines
* Associate’s degree and at least 1 year of benefits administration experience
* Demonstrated ability to communicate clearly and concisely both verbally and in writing