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# Example of Benefits Coordinator Job Description

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

## Responsibilities for benefits coordinator

* Audit and/or reconcile invoices from benefits providers and submit to Director of Human Resources for approval
* Collaborate with Director on open enrollment planning and coordination, marketing efforts, research into new benefits, cost saving strategies, and other objectives that enhance the effectiveness of benefits programs
* Collaborate with Employment Coordinators on new hire processes ensuring that employment paperwork, compliance documents and orientation notifications are completed
* Generate and distribute routine and ad hoc reports from the HRIS
* Assist at new staff and volunteer orientations and other HR related trainings
* Administer health and welfare plans for US and Canadian stores, in conjunction with vendors
* Handle all department billing and check requests
* Manage and coordinate annual flu shot clinics for Home Office, Gap DC Campus and Reno DC campus
* Lead Benefits portion of new hire Orientation weekly for Home Office
* Answer general Benefits and Employment Administration questions via email and telephone

## Qualifications for benefits coordinator

* Run monthly, bi-monthly and quarterly reports for departments
* Run routine audits as needed
* Help organize communication and packets for all open enrollments (I.e., Health and 401(k))
* Assist with faxing, scanning, mailing, ordering supplies, and other administrative tasks
* Assist with ad hoc projects as assigned by managers
* Experience with ADP/Enterprise and ADP Reporting is a plus