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# Example of Benefits Coordinator Job Description

Our growing company is hiring for a benefits coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for benefits coordinator

* Deliver benefits presentation to new hires
* Audit carriers' bills and correct, as required
* Serve as backup for tracking workplace injuries and the preparation of the OSHA 300 log
* Assist and support the administration of open enrollment
* Responsible for processing and administering faculty billing
* Manage and maintain benefit information in Colleague
* Generate statistical reports integral to benefits programs (i.e, census requests, benefit participants)
* Field benefits-related employee inquiries
* Handle benefits-related administrative tasks
* Oversee monthly insurance bills (i.e, running reports, auditing bills)

## Qualifications for benefits coordinator

* A minimum of 1+ years of benefits administration experience
* Demonstrate a high level of accuracy
* Conduct benefits presentation for new hire orientation
* Responsible for coordination of employee benefits and 401(k) programs
* Research and respond to employee questions regarding benefit programs, eligibility, claims resolution, payroll deductions
* Track and audit HR data in online Benefit database and HR/Payroll systems