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# Example of Benefits Coordinator Job Description

Our company is growing rapidly and is looking 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

* Prepare reports for benefit broker, insurance carriers
* Assists in planning and execution of Annual Enrollment process
* Assist with preparation for multiple Health Fairs and Flu Shots
* Responsible for timely processing of invoicing and funding for benefit programs
* Perform various forms of verification request
* Assist employees with EAP questions, where to find application and how to complete properly
* Review tuition applications
* Work with Payroll/HRIS/Leave Specialist to complete documents
* Review assigned reports
* Working with other departments, process and report on misc

## Qualifications for benefits coordinator

* Experience working with the administration of benefit plans, particularly with a company similar in size to PPG
* Processing 401(k) Requests
* Supporting annual and ad hoc benefits projects, as necessary
* Processing monthly employee benefit billing by generating billing reports from internal and external systems and generating check requests
* Respond into employee benefit inquiries, contacting vendors as required to resolve moderately complex issues, but referring complex issues to next higher level
* Proficiency with human resources or finance systems