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# Example of Benefits Manager Job Description

Our growing company is looking to fill the role of benefits manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for benefits manager

* Partner with our international benefits broker to assess, change, renew and administer our existing international health/welfare and retirement benefits programs
* Partner with our HR and Compensation/Benefits M&A roles to assess and/or advise on the alignment of potential M&A target companies to our existing benefits programs
* Developing communication tools to enhance understanding and awareness of the company's benefits, including intranet pages and creative email and alternative communication campaigns
* Overseeing payroll audits to ensure deductions match enrollments for Health & Welfare and Retirement benefits
* Supervision and maintenance of all benefits-related information in the HRMS
* Lead the annual assessment and re-design of our domestic benefits/perquisite programs and implement any desired changes
* Administer U.S. employee benefits programs such as medical, dental, vision plans
* Responsible for conducting and submitting non-discrimination tests and ACA reporting
* May conduct employee trainings for items such as HIPAA
* Maintain contact in person, and by phone or mail, with vendors, employees, retirees and beneficiaries

## Qualifications for benefits manager

* Able to lead and motivate teams to perform to a high standard of excellence
* 4-5 years experience in benefit administration is strongly preferred by not required
* Experience with systems such as PeopleSoft product OR benefit plan design, or equivalent is a strong plus
* Must be have strong problem solving skills
* Prepares and executes, with consultation from external broker, benefit documentation
* Must have strong ability to communicate, organize, plan, multitask, and prioritize assignments to meet tight deadlines