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# Example of Benefits Manager Job Description

Our company is growing rapidly and is hiring for a benefits manager. 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 manager

* The subject matter expert for COBRA and FSA, answering questions and resolving issues from COBRA participants and employees
* Serves as the subject matter expert for the Firms benefits programs and is well versed in administration requirements for all benefit plans
* Manages the online enrollment system which houses all employee benefits
* Conducts employee meetings to review benefits
* Providing information and support to employees on superannuation related benefits
* Evaluating and suggesting improvements to internal processes to reduce costs and increase efficiency
* Participating in plan renewals and implementation of new benefit programs
* Preparing and executing, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies
* Reviewing, reconciling and processing vendor payments and oversee billing audit process
* Overseeing plan audits as needed

## Qualifications for benefits manager

* Advanced excel skills including Pivot Tables ,V Look Ups, complex formula creation, is preferred
* Must be adept in applying the 'art' of compensation from the survey level to the program/philosophy level
* Five (5) years of progressively responsible Human Resources experience, including supervising of staff or managing processes
* Proficient in the use of Microsoft Word, PowerPoint, and Excel at an intermediate level
* Experience in managing the implementation of benefit programs/carriers/vendors, benefit vendor management experience
* Project management skills and experience, strong organizational skills