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# Example of Benefits Program Manager Job Description

Our growing company is looking to fill the role of benefits program 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 program manager

* Primary point of contact for employees and management on all health and welfare, retirement and work-life programs
* Apply industry knowledge to create and execute against a multi-year benefit program automation roadmap
* Act as Benefits SME for HRIS upgrades/transitions impacting benefits administration
* Define and articulate messaging for employee communications on all benefits
* Provide system-wide analytical and project support system-wide for evaluating and reporting community benefit initiatives and outcomes
* Coordinate, with other department staff, the system-wide consolidation of community benefit reporting via the Community Benefit Inventory for Social Accountability software program (CBISA)
* Ensure the timely completion of written reports, presentations and other materials in a manner that contributes to quality decision making, sound strategic planning, and appropriate accountability to the public, provides data need for use in mission, advocacy and other areas
* Ensure compliance in assigned areas of responsibility with Federal, State, and local laws, regulatory agency requirements (e.g., JCAHO, CMS), and the Ethical and Religious Directives for Catholic Health Care Services
* Serve as a subject matter expert in benefits and stay informed of marketplace trends and the laws and regulations governing all employee benefits
* Ensure that all compliance and audit requirements are met (including annual updates to the wrap document, the SPD)

## Qualifications for benefits program manager

* Working knowledge of Microsoft Word, Excel, PowerPoint, SharePoint, and Outlook
* Apply judgment that is consistent with company standards, practices, policies, procedures, regulation or government law
* Willingness to work across time zones with colleagues throughout the globe
* A Bachelor of Arts or Science Degree or equivalent is required
* Familiarity with HRIS systems and Excel spreadsheets is essential
* An effective and confident listener and communicator, comfortable in a variety of situations with junior through to senior roles