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# Example of Benefits Specialist Job Description

Our company is searching for experienced candidates for the position of benefits specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for benefits specialist

* Administer various employee benefit programs, such as group medical, dental, vision, life and disability insurances
* Handle administration of the 401(k) plan that is offered to temp and permanent employees
* Provide benefit orientations and assist employees with insurance related inquiries
* Process enrollments, changes and cancellations, and coordinate with payroll
* Monitor employee eligibility for benefits
* Verify monthly premium statements for all group insurance policies and maintain statistical data relative to premiums and costs
* Resolve administrative problems with insurance agents and carrier representatives
* Prepare / develop / update communication for employees regarding benefit programs
* Prepare and maintain employee benefit files, ensuring accuracy, compliance and confidentially, maintain benefit section of HRIS
* Assist with the renewal process of insurance plans and coordinate the open enrollment process

## Qualifications for benefits specialist

* Ability to be an advocate for employees and firm
* Experience in Pension Administration industry
* Understanding of Pension Administration operations and systems
* Bachelor’s degree required and at least two years related experience or equivalent combination of education and experience
* Personable, proactive, and able to work in fast paced environment
* Analytical, project management and organizational skills