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# Example of Benefits Specialist Job Description

Our innovative and growing company is looking for a 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

* Setting up employees benefits payroll deductions
* Calculating and submitting Monthly Union Pension and Dues payments
* Collaborating with Payroll/Finance and other departments to ensure billing and payroll deductions are handled timely and accurately
* Assisting with the coordination of the Annual Open Enrollment
* Implement new benefit programs
* Assists in obtaining statistics and information in renewal process of any Health, Life and Retirement plans that benefit the company
* Process 401K Enrollments
* Manage employees out on leave
* Partner closely with the HR Business Partners and Payroll
* Administer benefits enrollment for new hires, employee changes, and benefit terminations

## Qualifications for benefits specialist

* Ability to multi-task and meet multiple deadliness
* Ability to read and write English and understand spoken English
* 1+ year of Human Resources and Benefits experience
* Knowledge and experience with Group Benefit Plans
* Experience with Bill Reconciliation
* Previous experience with setting up Audit systems