Downloaded from <https://www.velvetjobs.com/job-descriptions/benefits-specialist>

# Example of Benefits Specialist Job Description

Our innovative and growing company is looking to fill the role of benefits specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for benefits specialist

* Act as a liaison between employees and vendors regarding problems, questions, and appeals
* Maintain, update, and create, as needed, benefits section of our internal communications portal
* Establish new benefit processes as needed using existing systems and tools
* Project manage Open Enrollment including disbursement of materials, communications, and data uploads
* Proactively advise the Director of Benefits on issues, new regulations, and upcoming changes
* Function as plan administrator for assigned benefits programs
* Conduct monthly billing audit
* Coordinate annual discrimination testing with benefits consultant
* Participate in the planning and development of the overall benefits programs for salaried and union employees
* Participate in the preparation and evaluation of bids for benefits plan providers

## Qualifications for benefits specialist

* Demonstrable subject matter expertise within the area of employee benefits for large global organizations
* Annual employee benefits selection/renewal cycle
* UK pension, flexible benefits and international benefits experience
* Comfortable interacting with and presenting to colleagues and senior leadership members
* Capable of working independently when required and collaboratively as part of a wider team
* Prior insurance experience a plus