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

# Example of Benefits Job Description

Our innovative and growing company is searching for experienced candidates for the position of benefits. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for benefits

* Perform all necessary calculations and compliance validations
* Review and handle members' inquiries thoroughly and professionally
* Review members' case files and perform necessary due diligence to ensure members' benefits are calculated accurately
* Process transactions efficiently to support Department's real-time processing
* Identify process exceptions and escalate incidents or trends timely and accordingly
* Support User Acceptance Testing (UAT) on functional enhancements and data issues
* Support ad hoc projects and initiatives within Benefits Administration, as needed
* Administer 401(k) Savings program
* Manage and audit timely payments of premiums and invoices
* Assist in processes, systems, procedures, and materials to support all benefit program administration

## Qualifications for benefits

* Process benefit terminations in the HRIS/UltiPro system
* Process changes in benefit status (adding/dropping dependents)
* Technical knowledge of health and welfare and 401(k) plan administration and systems and the ability to understand complex systems, laws and plan rules
* Knowledge of benefit programs and how it relates to Healthcare reform, plan documents and administrative procedures to ensure compliance with Federal & Department of Labor regulations and consistent application of DCL policies
* Strong computer skills, including database management and a high degree of proficiency in PowerPoint, Word, Excel, Outlook, and other graphic programs, and Internet navigation
* Ability to communicate effectively both orally and in writing with peers, employees, managers, and clients, to maintain confidentiality in daily operations and to conduct daily duties in a professional manner