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# Example of Benefits Job Description

Our growing company is looking for a benefits. 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

* Assist in the day- to-day administration of employee benefits, including enrollments and terminations, compliance testing, processing monthly invoices for group plans, maintaining benefits databases and HRIS benefit records, coordinating with Finance to ensure accurate benefits and compensation data for payroll, maintaining employee benefit files and updating payroll records
* Respond to employee concerns through serving as primary point of contact for general benefits inquiries
* Maintain benefits information in Workday
* Document and maintain administrative guides for assigned benefit processes
* Assist in the design, review and update benefits communications on an ongoing basis
* Partner with team to plan and execute annual benefits open enrollment
* Partner with broker to prepare reports and applications required by law to be filed with federal and state agencies, such as, Department of Labor and other regulatory agencies
* Provides Manulife with required information within 5 business days of request
* Responsible for calculation/communication where recovery process required and reimbursement/recovery of benefit premiums if overpaid
* Process profile changes and SunLife approvals while ensuring that cut-off deadlines are adhered to

## Qualifications for benefits

* 2 to 4 years minimum combined experience in employee benefits administration, human resources or equivalent work experience
* Work independently and with others in a team environment
* Technical knowledge of state, federal and provincial benefit laws and regulations
* Strong Microsoft Office Product skills (Excel, Word, Outlook)
* Good math skills (and experience in Excel and general report writing on a variety of platforms)
* Ability to work with both employees, executives and outside vendors such as broker/consultants, plan administrators, outside counsel, outside auditor, outside investment advisor and others