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

# Example of Defined Benefits Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of defined benefits. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for defined benefits

* Participation in platform enhancement – client communication and delivery
* P&L and Operational responsibility
* Lead contact and day-to-day administration responsibility for assigned clients
* Monitors output of the retirement system and reviews findings to ensure comprehensive and accurate results
* Clarifies and researches customer inquiries (e.g., District HR, Region ES, payroll, individual participants, ) to provide accurate and current information on plan design and administration
* Oversees the processing and tracking of contributions from numerous sources to ensure accuracy
* Monitors work volume, response time, and staffing model to ensure operational goals are met
* Develops and delivers communications to ensure internal and external stakeholders (e.g., trustees, vendors, ) are well-informed and up-to-date on plan provisions
* Develop effective day-to-day working relationships with the client to ensure seamless delivery on specific tasks
* Lead client meetings and follow up status discussions

## Qualifications for defined benefits

* Experience working in a large multi-state employer preferred
* Demonstrate a basic understanding of HR processes, procedures, controls, regulations, and compliance requirements required
* Proficient interpersonal skills and the ability to successfully work with internal and external business partners to contribute ideas, identify opportunities, and contribute to positive outcomes required
* Experience in supporting systems in process driven environment required
* Proficiency in working with MS Word, Excel and PowerPoint required.Benefits
* Analyze pension plan documents to complete or provide final peer review of complex pension calculations performed by others ensuring accuracy against plan documents for defined benefit pension plans