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# Example of HR Benefits Specialist Job Description

Our growing company is looking to fill the role of HR 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 HR benefits specialist

* Coordinate employee wellness programs Process assigned benefits-related billings, and coordinate the funding with the accounting department Input appropriate data into the Workday to complete Benefit data transactions that cannot be completed through ESS or MSS
* Provide detailed information in the request tracking system to serve as a history of all requests for each employee
* Manage employee Perks including baby cash, daycare, and gym reimbursements
* Support HR by collecting required documentation from the field as needed for unemployment-related inquiries.Search Jobs US
* Administer benefit plans including 401(k) Plans
* Works with external vendors, Benefit & Compensation staff, Payroll, HRMS & HR Business Partners to resolve issues and respond timely to employee requests
* Perform the post payroll run checks and execute the post payroll duties related to payroll accounting, payments and payroll reporting
* Coordinate new hire set-ups with hiring managers, Payroll, IS and Purchasing Departments
* Works closely with the HR Benefits Manager in the administration of the employee benefits plans, including, but not limited to, medical, dental, vision, life, short and long term disability plans, Section 125 and 129 Flex Plan, 401(k) and the Employee Assistance Program (EAP)
* Maintain the HRIS Software post hire and conducts new employee orientation and exit interviews

## Qualifications for HR benefits specialist

* Is collaborative in approach with Stakeholders
* BA or equivalent + 0 yrs experience or high school diploma/GED and four years HR experience and knowledge
* 3-5 years HR Generalist or Benefits Administration experience
* Open to taking on new responsibilities, learn different areas of HR, and team player
* Bachelor's degree and minimum 2 years of relevant HR experience (payroll, comp
* 3 to 5 years of experience in operations and/or human resources, preferably within France Previous experience in HR operations-related market service areas such as benefits, Benefits, time & attendance, leave management, worker’s compensation and employee health & safety and/or other relevant HR experience