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# Example of HR Benefits Specialist Job Description

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

## Responsibilities for HR benefits specialist

* Identify flaws/gaps in current compensation and benefits approaches, methods, procedures and processes and suggests improvements
* Identify, develop, audit and consolidate compensation indicators & metrics
* Manage regional compensation and benefits system updates (OHR, Bentrack, C&B Portal) and payroll executions (GPIT)
* Assist in the coordination of market analysis/ studies/ annual survey process and competitive salary range structure
* Provide support to communication initiatives and regional compensation and benefits projects
* Assist in the design, implementation, and administration of compensation programs and policies
* Track labour market and compensation related trends
* Basic knowledge of other HR functions including leave of absences, recruitment, ACA, FMLA, and employee relations
* Cross train and back up for employee leave of absence programs
* Serves as staff support for various special projects and/or events

## Qualifications for HR benefits specialist

* Minimum of 1 year experience in an HR Department in an administrative capacity
* Must have basic knowledge of employee benefits such as (PPO & HMO plans, FSA, FMLA, Qualifying Life Events (QLE))
* Bachelor’s degree in Human Resources Management, Business Administration, or a PHR certification, 3.3 GPA
* 2 years of compensation and benefits experience, preferably in a multinational company
* Understanding of compensation and benefits concepts, methods, procedures and approaches
* Experience managing external market bench marking studies and survey processes