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# Example of HR Benefits Job Description

Our innovative and growing company is searching for experienced candidates for the position of HR benefits. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR benefits

* Manage and coordinate Open Enrollment (including coordinating with external vendors and benefit brokers crafting
* Manage the benefits system which includes pension scheme, various insurances, childcare vouchers, cycle schemes
* Working independently using discretion and judgment performing day-to-day administration of all benefits plans
* Serving as a liaison between employee and insurance providers to resolve benefit related issues, concerns and/or billing issues
* Ensuring that the input of all enrollment data and changes are entered into the ADP Workforce Now HRIS database and collaborates with payroll to ensure accuracy
* Issuing appropriate notices and plan communications as necessary
* Resolving administrative problems with the carrier representatives, investigating discrepancies, and providing information in non-routine situations
* Facilitating enrollment meetings and new hire benefit orientation
* Generating periodic (daily, weekly, monthly, ) ADP reporting which may include detail and/or summary level information for use in management reports, or various HR-related initiatives
* Administration health insurance Program Ireland

## Qualifications for HR benefits

* Provide support for new hire orientation as needed
* Provide administrative support to Head of HR
* Support the global mobility function & team
* Assist with initiation of relocation services with vendors (household good move, flights, corporate housing, bank accounts)
* Assist with new expatriate orientation communications including introductory emails for applying for a social security number, bank account
* Submit payment requests to A/P (includes relocation related vendor invoices & expat rental payments)