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# Example of HR Benefits Job Description

Our company is looking for a HR benefits. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR benefits

* Partner with internal HRIS and Payroll departments to ensure accurate and timely transmission of employee data
* Provide exceptional customer service to HR business partners
* Support Annual Enrollment through setup, testing and implementation
* Lead and complete additional projects as assigned
* Responsible for the coordination and completion of the HR/Benefit integration efforts
* Assist in administration of various benefits policies based on the needs of the company, company policy and in line with legal requirements
* Liaison with insurance carriers, third-party administrators, in the administration of benefits
* Ensure accuracy and completion of employee benefit enrollment and inputs enrollment data into PeopleSoft
* Maintain general benefit life event processing
* Reconciles daily BAS report to ensure PeopleSoft data accuracy

## Qualifications for HR benefits

* Ability to analyze data from several sources
* Bachelors degree in HR or related field preferred but not required
* Handling of eligibility queries
* Handling of life events - changes of election/access to the You\* tool
* Management of employee commencing/returning from leave of absence
* Weekly interface reports