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# Example of Manager, Benefits Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, 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 manager, benefits

* Serve as the key member of the 401K fiduciary committee
* Arranges for wellness program events at all company locations
* Manages benefit plan audits including the compilation and filing of 5500s for health, and disability plans
* Development of new benefit programs
* Oversee Open Enrollment process
* Develop wellness program and events
* Provides input and updates information to employee benefit communications including Summary Plan Descriptions, Plan Documents, forms, , for the Company’s Health & Welfare plans
* Ensures clear communication to all benefit eligible associates
* Ensuring policies, procedures, and reporting are in compliance
* Overseeing Health & Welfare annual open enrollment and managing retirement plans year-end processes

## Qualifications for manager, benefits

* CEBs or other benefits/compliance certification preferred
* An Undergraduate degree in Human Resources Management, Business Administration, or related discipline is preferred as is an advanced degree
* A minimum of 8 years of experience in Human Resources focusing in Benefits health & welfare and retirement plans is required with the qualification of an Undergraduate degree
* Experience with the Ultimate UltiPro system and automating benefits systems and processes is highly preferred
* The ability to multitask and be comfortable working in a culturally diverse environment is also required
* Must have mature judgment, the ability to counsel and at the same time have the confidence to push back as appropriate