



Example of Analyst, Benefits Job Description

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Our company is growing rapidly and is looking to fill the role of analyst, benefits. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for analyst, benefits

- Monitor and conduct periodic reviews of CIC performance metrics and cases with CoEs to show ongoing trends
- May develop and mentor staff, including undertaking performance reviews
- Provides quality support in the administration of the Deferred Compensation Plan, Pension Plan, 401(k) Plan and RRSP
- Supports the annual merit process including short and long term incentives
- Responding to, researching and managing employee benefits questions, claim
- Familiarity with Thomsons on-line benefit tool a plus
- Provide eligibility maintenance for employee benefit systems
- Partner with payroll to resolve benefit pay matters
- Invoice processing and management for Canada, Brazil and Costa Rica
- Researches complex benefit plan issues, such as investigation of denied claims

Qualifications for analyst, benefits

- Bachelor's Degree with a professional HR/Business Administration qualification or Diploma with equivalent working experience
- Previous experience and subject matter expertise in Total Rewards/sub-Total Rewards
- Minimum of 5 years' experience in compensation and benefits administration

- Proficient in Total Rewards end to end HR processes
- Workday experience is strongly desirable