



# Example of Benefit Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a benefit coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for benefit coordinator

- Assists in monitoring and evaluating program effectiveness
- Administers program procedures and systems
- Assists in the planning, coordination and implementation of seminars, conferences and workshops
- Assists in the preparation of program budgets and grants
- May participate in hiring, performance appraisal, promotions, transfers and other personnel transactions as assigned
- Analyzes community needs to determine program opportunities, scope and goals
- Maintains event calendar
- Coordinates educational programs and outreach activities for associates and/or clients
- Provides education and consultation to leaders and associates on community benefit principles and record-keeping
- Conducts ongoing audits of community benefit records and develops plans for improvements

## Qualifications for benefit coordinator

- Demonstrated effective decision making and problem solving abilities
- Familiarity with various types of incentive plans and benefits
- Extensive knowledge of HRIS and MS Office
- 3 years' experience coordinating and administrating program activities for assigned area

- Knowledge of, or aptitude to learn, disability claims processes and benefit calculations