



Example of Benefit Coordinator Job Description

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Our growing company is hiring for a benefit coordinator. 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 benefit coordinator

- Assists with monthly data entry into CBISA software
- Develops written communication tools, including educational tools and reports
- Manages online resource library and regular training announcements
- Assist with coverage research and benefit verification financial qualification analysis
- Primary Responsibility for supporting the establishment of benefit plans in our London, United Kingdom location
- Acts as a primary point of contact for UK based employees on benefit matters, ensuring quick turnaround times and an excellent client experience
- Responsible for completion of job matching exercise and market surveys for our Clinical Development roles in Dublin & London
- Provides support to the HRBPs & People Managers on the Year End Process
- Assists with compensation and benefit system projects including testing for upgrades and new system implementation where required
- Provides support where needed for Compensation & Benefit projects associated with our Raheen, Co

Qualifications for benefit coordinator

- Basic understanding of Medicare regulations
- Keyboard proficient

- Flexibility and desire to manage multiple tasks simultaneously
- Strong mathematical, analytical, critical thinking, problem solving, and decision making skills, with strong attention to detail
- Strong interpersonal and customer service skills, and the ability to work professionally and effectively with co-workers, clients, claimants and others