



Example of Benefit Coordinator Job Description

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

Responsibilities for benefit coordinator

- Interacts with all HR functions Accounting, Payroll Treasury and other Finance functions & Legal functions as appropriate
- Performs other duties or projects as assigned by the Human Resource Management Team
- Supports the Global Mobility Team in Expat Payroll Matters
- Responsible for implementation of client discount card plan benefit features
- Conducts quality assurance audits to ensure accuracy of discount card benefit design. Knowledgeable resource for all internal departments and external clients on discount card benefit plan design
- Processing of ID cards from design to print while ensuring accuracy and timely delivery
- Works with outside vendors on client deliverables
- Receives claim assignment, confirms all contractual offsets are coded accurately, benefit schedule is approved into the future and sends acknowledgement of claim and reassignment letter to claimants
- At annual review, analyzes claims including verification that any long term contractual provisions are still being met under the disability plan
- Informs claimants of documentation required to continue to receive ongoing benefits

Qualifications for benefit coordinator

- 3+ years of Disability Claims processing skills
- World @ Work or similar qualification desired

- Performs job duties under supervision
- Applies judgment and policies to reach solution