



# Example of Benefits Manager Job Description

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

## Responsibilities for benefits manager

- Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information
- Responsible for the full project management of benefits programs, include preparing the communications and promotional materials, contents for educational sessions, and use of other communication vehicles
- Work with broker, carriers, TPAs and internal accounting department to consolidate and reconcile benefits invoices
- Manage wellness events and researches new/innovative practices and trends in employee benefits and wellness
- Responsible for the execution of approved new benefits plans and changes by preparing announcement material, booklets, and other media for communicating new plans to employees
- Benefits program planning and vendor negotiation/renewal process
- Benefits program implementation and management
- Coordinate activities related to the administration, implementation, communication and delivery of benefits and related services for all active and former/retired participants
- Complete all activities to ensure plans are compliant with ERISA, DOL & state reporting requirements, including non-discrimination testing, claim submissions, 5500 reporting/filing, Summary Annual Reports
- Assess programs for opportunities on enhancements and efficiencies

## Qualifications for benefits manager

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- CEBS/CBP preferred
- Demonstrated experience with analytics, auditing, process design, where attention to detail is critical
- Demonstrated experience managing multiple health and welfare plans, through good vendor management skills, utilizing broker services
- Strong absence management experience with the ability to research and keep updated on ever changing legislation and making proactive recommendation for changes to policies and processes
- Excellent written and verbal communication skills, adjusting information as needed for various audiences