



# Example of Benefits Representative Job Description

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

## Responsibilities for benefits representative

- Ability to build positive client relationships
- Educate Plan Administrators, Plan Members and Advisors on our E-Services capabilities
- Educate Plan Administrators and Advisors on our administrative practices, contractual terms and product offerings
- Understand client wants and needs and take appropriate action to meet them
- Answer questions from employees on benefit related matters, distribute forms to employees, new hire orientation
- Stays current on available financial aid
- Maintains updated manuals, logs, forms, and documentation
- Compose communications, using appropriate terminology, forms, templates, and software
- Responds to confidential inquiries and develops responses for Human Resource Business Partners with regard to the provisions of the plans and their application in each individual's circumstances
- Assists in the administration of all policies and procedures relating to the medical, dental, prescription drug, vision, life, long-term disability, long-term care, EAP, FSA, and retirement and savings plans

## Qualifications for benefits representative

- Must have a continuous improvement mindset with a willingness to accept and support change
- Ability and willingness to identify with and commit to the Philosophy and

- SHRM, GBA, CEBS, and/or CHRIS (ACA) preferred
- Post- secondary education and a minimum of 5 years group insurance experience
- 2 years of experience in Relevant sales /marketing experience or the equivalent education and experience