



# Example of Defined Benefits Job Description

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

Our company is growing rapidly and is searching for experienced candidates for the position of defined benefits. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for defined benefits

- Participation in platform enhancement – client communication and delivery
- P&L and Operational responsibility
- Lead contact and day-to-day administration responsibility for assigned clients
- Monitors output of the retirement system and reviews findings to ensure comprehensive and accurate results
- Clarifies and researches customer inquiries (e.g., District HR, Region ES, payroll, individual participants, ) to provide accurate and current information on plan design and administration
- Oversees the processing and tracking of contributions from numerous sources to ensure accuracy
- Monitors work volume, response time, and staffing model to ensure operational goals are met
- Develops and delivers communications to ensure internal and external stakeholders (e.g., trustees, vendors, ) are well-informed and up-to-date on plan provisions
- Develop effective day-to-day working relationships with the client to ensure seamless delivery on specific tasks
- Lead client meetings and follow up status discussions

## Qualifications for defined benefits

- Experience working in a large multi-state employer preferred
- Demonstrate a basic understanding of HR processes, procedures, controls,

- Proficient interpersonal skills and the ability to successfully work with internal and external business partners to contribute ideas, identify opportunities, and contribute to positive outcomes required
- Experience in supporting systems in process driven environment required
- Proficiency in working with MS Word, Excel and PowerPoint required.
- Analyze pension plan documents to complete or provide final peer review of complex pension calculations performed by others ensuring accuracy against plan documents for defined benefit pension plans