## JOB DESCRIPTION

| **TITLE** | BENEFITS ADMINISTRATOR |
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| **Reports To:** | [INSERT NAME, TITLE] |

**Job Purpose**

The **Benefits Administrator** is responsible for the daily processing of benefits with [Organization Name]’s human resources and payroll departments. Specifically, they are in charge of researching benefit plans, negotiating with vendors, communicating with employees, and resolving any benefit-related issues.

This position is constantly looking into new benefit programs, improving existing ones, and supervising and monitoring benefit administration. The Benefits Administrator has strong interpersonal skills, the ability to keep meticulous records, and the ability to collaborate with other departments and outside service providers.

**Duties and Responsibilities**

Overall Responsibilities include but are not limited to:

* Keeping employee records and benefit files up to date.
* Coordinating daily benefits processing, including enrollments, terminations, and claims.
* Informing and educating employees about the company's benefit programs.
* Resolving benefit-related issues and responding to queries and requests as soon as possible.
* Exploring new employee benefit plans and providers.
* Negotiating and coordinating contracts for new and existing plans with vendors.
* Making recommendations for improving the efficiency and value of current benefit programs.
* Working with payroll to ensure that employer contributions and payroll deductions are processed correctly and on time.
* Recording, reporting, and documenting in accordance with federal, state, and provider regulations.
* Additional related duties as assigned

**Qualifications**

* Bachelor's degree in human resource management or a related field
* XX years of experience in related benefits or employee benefits administration
* Knowledge of all relevant federal and state regulations, filing and compliance requirements affecting employee benefit programs, both adopted and pending
* Computer proficiency and technical aptitude, including knowledge of Microsoft products such as PowerPoint
* Experience with HRIS and benefits databases
* Understanding of benefits contract language

**Core Competencies**

* Excellent skills in project management and team leadership
* Proven ability to work effectively in a team setting with colleagues
* Priority setting and effective planning capability to manage multiple complex projects at once while working under pressure to meet deadlines
* Strong analytical abilities and a thorough understanding of plan designs are required
* Understanding, evaluating, and passing judgment on proposals
* Outstanding communication and organizational abilities

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* Prolonged periods of working primarily sitting in front of a computer