

Benefits Associate: Sr. Benefits Associate

Prepares, audits, and reconciles group insurance records for life, medical, disability, vision, workers' compensation and similar employee benefit programs. Communicates and explains to employees information related to a variety of benefits programs (e.g., insurance plans, pensions, 401K, sick leave). Assists employees in completion of forms and provides general response to benefit inquiries. Prepares reports and statistical information regarding programs. Prepares communication to physicians, hospitals, and employees regarding claims.

Knowledge

Extensive knowledge of the job with deep experience in a specialized function. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence for Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Work Products (Examples may include but are not limited to)

Benefits orientations.

Minimum Education and Experience

6+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word and Excel skills.