

Benefits Associate: Benefits Associate I

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

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence for Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work area. Contacts involve obtaining or providing information requiring little explanation or interpretation.

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

Maintains employee benefit files.

Minimum Education and Experience

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