

# Benefits Associate: Benefits Associate II

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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**

Full knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence for Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

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

Ensures that benefits materials are up to date and readily available to employees.

## **Minimum Education and Experience**

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