

Benefits Associate: Benefits Associate III

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

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence for Errors

Errors may be difficult to detect and would normally result in loss of time or customer/user dissatisfaction.

Contacts

Contacts are frequent with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Ensures readiness for benefit enrollment periods.

Minimum Education and Experience

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