



## Benefits Administrator

### Job Scope

The job of a benefits administrator is to manage and organize group benefits programs, such as group health, dental, vision, short-term and long-term disability, life insurance, travel and accident plans, and retirement plans. This role involves providing exceptional customer service, researching new programs, enhancing existing programs, and overseeing the benefits administration process. The benefits administrator is responsible for supervising and monitoring the administration of benefits on a daily basis.

### Responsibilities

- Manage enrollments, terminations, Qualified Life Events (QLEs), beneficiary changes, and process disability, accident, and death claims efficiently.  
Maintain accurate and up-to-date employee benefits files.  
Manage the group benefits database in Paycom, ensuring the integrity of employee records.  
Offer responsive and informative customer support to employees regarding benefits inquiries.  
Develop practical communication tools to enhance understanding of the company's benefits package.  
Distribute benefit materials as needed, supporting all aspects of Open Enrollment.  
Provide training and assistance to HR Generalists and operating company staff during enrollment periods.  
Monitor administrative costs of benefits programs.  
Recommend cost containment strategies, including alternative methods for administration and funding.  
Track FMLA claims in coordination with operating company staff.  
Manage employees between active and on leave status and handle COBRA enrollments if necessary.  
Complete Non-Medical Summary of Needs (NMSNs), Wage Verifications, and other benefit-related forms as needed.  
Coordinate the transfer of data files to external contacts for plan administration.  
Evaluate and revise internal processes to reduce costs and increase efficiency in benefits administration.  
Document and maintain administrative procedures and Standard Operating Procedures (SOPs) for benefits processes.  
Ensure compliance with applicable government regulations.  
Ensure the timeliness and accuracy of required reporting and fees related to employee benefits.  
Manage relationships with benefits vendors and service providers.  
Collaborate with vendors to address any issues and ensure smooth benefits administration.  
Develop and implement educational programs to enhance employee understanding of benefits.  
Conduct workshops or seminars to communicate changes or updates to benefits offerings.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Analyze industry trends and benchmark the company's benefits offerings against competitors.  
Make recommendations for adjustments to benefits packages based on market trends.  
Stay updated on benefits administration technology.  
Explore opportunities for integrating new technologies to streamline processes and enhance user experience.

## Requirements

- Computer proficiency and technical aptitude with the ability to use Microsoft products; experience with HRIS and benefits databases.  
Proven ability to work effectively in a team environment.  
Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.  
Strong analytical skills and a thorough knowledge of plan designs.  
Knowledge of benefits contract language.  
Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, OBRA, and Social Security and DOL requirements.  
Excellent communication and organization skills.