

## **Compensation & Benefits Manager**

### **SUMMARY:**

Assists in the administration of various employee benefit plans such as life, health, dental, and disability insurances, pension plans, vacation, sick leave, leave of absence, and unemployment.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Enrolls new employees in benefit plans and provides benefits orientation.
- Processes status changes and reviews claims.
- Maintains vendor contact to investigate discrepancies and provide information in non-routine situations.
- Evaluates and compares existing employee benefits with those of other employers by analyzing other plans, surveys, and other sources of information.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)