**Benefits Administrator Resume Sample**

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**Job Objective:**

Experienced Benefits Administrator searching for a senior position with 'XYZ Company' to use my strong knowledge and expertise to plan insurance, retirement, and health plans in the best interest of the company as well as the employees.

**Summary of Skills:**

* Good understanding of employee welfare plans, and wide knowledge about the employee benefits program
* In-depth information of welfare provisions, including ERISA, COBRA, Section 125, and worker compensation plans
* Exceptional in maintaining employee relationship, and hiring and retaining workers
* Capable of performing duties related to record maintenance, giving orientation to new employees, and explaining company regulations
* Ability to work in a fast-paced environment, and handle pressure
* Ability to provide administrative support as necessary
* Good interpersonal and communication skills

**Work Experience:**

Benefits Administrator  
USI Holdings Corporation, Fargo, ND   
April 2016 – Present

* Evaluating and negotiating with insurance service providers to design the best benefits and wellness programs for employees
* Overseeing maintenance of benefits files by keeping up-to-date information of employees, and maintaining group benefits database for accurate payroll records
* Analyzing benefit packages offered by insurance providers by considering cost, features, overall performance, and service to give appropriate recommendations to company's employees
* Reviewing health and medical insurance policies to determine optimal components, and presenting the findings via PowerPoint presentations to the Benefits Manager
* Assisting in the hiring process, and explaining new employees about benefits plan
* Communicating and consulting with employees to ensure thorough understanding of the benefits program related to health, insurance, and retirement
* Analyzing current benefits by evaluating cost, coverage, plan effectiveness, and competitive trends in benefit programs to identify required modifications
* Assisting employees to resolve routine issues, and questions under the guidance of HR

Benefits Administrator  
Gallagher Services, Fargo, ND   
August 2013 – March 2016

* Responded to employee questions on medical insurance coverage and claim procedures through phone, email, and in person
* Maintained confidential department records and office files in accordance with the company's internal policies
* Assisted HR department for servicing employee health and welfare plans, including enrollments and terminations
* Coordinated with the Benefits Manager for conducting orientation program for new recruits
* Handled all benefits compensation, and reimbursement procedures by collaborating with the account department for payments and deduction
* Liaised between management and employees by answering questions, interpreting contracts, and assisting to solve contract related disputes
* Communicated compliance with benefits related laws such as COBRA, FMLA, and ACA

**Internship:**

Assistant Human Resource Generalist  
Gallagher Services, Fargo, ND   
July 2012 – July 2013

* Conducted new-employee orientation program, and distributed employee handbook
* Created and planned employee engagement events to promote team building, and initiated guest speaker programs
* Managed on-site logistics, including transportation, accommodation and meals for international clients
* Provided required counseling to employees regarding benefits plan
* Completed formalities for new and existing employees to update employee status within the company's HRIS database
* Maintained health and insurance records for 400+ employees, and ensured adequate office supply for the Human Resources Department
* Assisted HR team with daily administration duties, and special project plans in the RD department

**Education:**

* Bachelor's Degree in Business Administration  
  North Dakota State University, Fargo, ND   
  2012

**Reference:**

On request.