

“Chat and Chew” on Careers

EMPLOYEE BENEFITS COORDINATOR

Employee Benefits

Coordinators are responsible for all aspects of benefits administration, especially health insurance and pensions. These benefits may include long-term illness insurance, pension benefits, as well as stock options.

These professionals must keep informed and on top of changing state and federal regulations and how legislation may affect benefits of employees. They handle mass mailings, organize annual and semi-annual benefit enrollments, and must have computer and literary skills to develop benefit reports.

Coordinators handle a great deal of confidential paperwork and must be able to relate and communicate with people. Confidentiality is essential in this occupation.



Being able to communicate with others, write well, have good organizational skills and an eye for detail are essential elements of this occupation.

Some employers prefer applicants who have a degree in human resources. However, a strong background in business, technical or liberal arts may be sufficient areas for employment.



Visit the Career Center to learn more!

Tony Rand Student Center, Rm 113, 678-8205

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You