

BENEFITS MANAGER

EXPLORE.
EDUCATE.
EXPERIENCE.

I regularly plan, direct, or coordinate compensation and benefits activities of an organization.

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THESE ARE THINGS I DO ON A DAILY BASIS:

- Design, evaluate and modify benefits policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Analyze compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.
- Fulfill all reporting requirements of all relevant government rules and regulations.
- Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.
- Administer, direct, and review employee benefit programs, including the integration of benefit programs following mergers and acquisitions.

Why is this job a good fit?

It works for me because I enjoy:

- Personnel
- Legal Compliance
- Mathematics
- Face-to-Face Discussions
- Administrative work

Tools I Use

- USB Flash Drives
- Notebook Computers
- Photocopiers
- Read/Write Disk Drives
- Analytical or Scientific Software/HR Software



EXPLORE.

Why I enjoy my job as a Benefits Manager:

- I enjoy communicating with supervisors and peers.
- I like making decisions and solving problems.
- I like analyzing data or information.
- I feel at home investigating and gathering information.

IMPORTANT SKILLS AND ABILITIES FOR THIS JOB:

- Active Listening
- Writing
- Critical Thinking
- Decision Making
- Project Management
- Computers
- Administration
- Face to Face Discussions
- Attention to Detail
- Information Analysis

Things for you to Consider when applying for my position:

- You should enjoy working independently, but interacting with others on a regular basis.
- You could expect to teach others and facilitate meetings.
- Must enjoy an equal amount of computer, telephone and face-to-face work throughout the day.



Other Employers may call this position:

- Benefits Coordinator
- Compensation Director
- Corporate Controller
- Director of Compensation
- Compensation and Benefits Manager

Please check for updates to verify current trends in the workforce by visiting resource links on our page at www.online2workforce.com/resources

LEARN MORE

Elizabethtown Community and Technical College
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Our Student Success Coaches are eager to work with you to establish a strong career path. Visit our website at www.online2workforce.com for more information.

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EXPERIENCE.



POTENTIAL SALARY RANGES:



Kentucky Job Salary Information taken from careeronestop.org

EDUCATE.

CERTIFICATES

HR MANAGEMENT | BASIC BUSINESS ADMINISTRATION

ADDITIONAL CERTIFICATES

LEADERSHIP | MANAGEMENT

**Credentials
Offered
at ECTC**

DIPLOMA

ORGANIZATIONAL LEADERSHIP

DEGREE

BUSINESS ADMINISTRATION: HUMAN RESOURCE
MANAGEMENT

See your Student Success Coach for your best options in the field.



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