Firm/Company Name Fox Rothschild LLP

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Job Title [Position]:	Benefits Assistant	**Job Category:**	HR
Department/Group:	Talent Management	**Posted By:**	Jennie Killebrew
Location:	Philadelphia	**Travel Required:**	
Level/Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.] Full time
HR Contact:		**Date posted:**	
Reports to:		**Posting Expires:**	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail: jkillebrew@foxrothschild.com **Attention:**	**Mail:**

Job Description

Brief Summary:

As a member of the Talent Management Department, the Benefits Assistant provides comprehensive administrative and clerical support in the administration of all benefits retirement and wellbeing programs. This role will be eligible for a hybrid remote work environment.

Duties:

Provide administrative support including creating files, filing confidential employee information, copying, scanning, maintaining benefit records, preparing check requests, and preparing packages for mailing.
Monitor benefit's email account and answer and respond to benefits questions and employee inquiries; route questions and inquires to the appropriate team member when necessary; escalate complex employee issues or questions to senior level team members.
Reconcile and accurately process invoices for all pay as billed benefit programs. Submit check requests and ensure payments are made in a timely fashion.
Coordinate commuter benefit programs including enrolling new participants, confirming payroll

Skills/qualifications:

Education:

Bachelor's degree in related field required. A combination of education and prior work experience will be

[NOTE: Attach separate sheet(s) as necessary with the complete job description]