



JOB DESCRIPTION: Health & Benefits SENIOR ANALYST

Summary:

This position is responsible for supporting consultants in managing client accounts by requesting and analyzing data from various vendors, researching compliance issues and evaluating benefit plans and programs. The senior analyst will also actively participate in presentations and respond to client needs, as appropriate.

Responsibilities:

- Work closely with Health and Benefits consultants to assist with client projects.
- Manage relationships and coordinate tasks with vendors.
- Assist with vendor data collection, input and analyze data for trends, and prepare client reports for final peer review by the consultant.
- Assist in developing plan design recommendations for clients.
- Effectively assist with the resolution of client vendor issues.
- Lead client vendor marketing projects by preparing and distributing Request for Proposals (RFPs) for medical, prescription drug, dental, vision, life, disability, and voluntary benefits, including data collection, preparation of bid specifications, manage vendor questions, analyze vendor proposals and prepare summary of results, and present results to client.
- Lead client vendor implementations.
- Development/review of Summary Plan Descriptions (SPDs), benefit summaries and booklets.
- Lead preparation of client employee communication materials.
- Effectively manage client compliance issue inquiries and questions.
- Assist with preparation of client Welfare Form 5500 filings and Summary Annual Reports.
- Actively participate in meetings and communicate with clients, as appropriate.
- Work within the established fee/commission budget.
- Act as client lead, when appropriate.
- Participate in training programs to enhance benefit industry knowledge.

Technical Skills:

- Strong project management skills.
- Detail oriented with proficient analytical skills.
- Ability to work and complete multiple tasks under aggressive timeframes.
- Strong oral and written communication skills.
- Proactive with vendors and clients.
- Ability to work with multiple reporting systems to extract data.
- Excellent interpersonal and communication skills (verbal and written).
- Ability to work both independently and within a team to meet common goals.
- Proficient in Microsoft Word, Excel, Outlook, and Powerpoint.



Education:

- Bachelor's Degree in related field.
- Health, Accident, and Life PA License Preferred

Experience:

- A minimum of three (3) to five (5) years of directly related health and welfare benefits experience with a consulting or brokerage firm. Underwriting experience preferred.

Reports to:

- Vice President, Health and Benefits

Interested candidates please email cover letter and resume to: gninfo@cowdenassociates.com