



## **JOB DESCRIPTION: HEALTH & BENEFITS ANALYST**

### **Summary:**

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

### **Responsibilities:**

- Work closely with Health and Benefits senior analysts and consultants to assist with client projects.
- Assist with the management relationships and coordinate tasks with vendors.
- Effectively assist with the resolution of client vendor issues.
- Assist with vendor data collection, input and analyze data for trends, and prepare client reports for final peer review by the senior analyst and/or consultant.
- Assist with the development/review of Summary Plan Descriptions (SPDs), benefit summaries, and booklets.
- Participate in the Request for Proposal (RFP) process for medical, prescription drug, dental, vision, life, disability, and voluntary benefits, including assisting the senior analyst or consultant with data collection, preparation of bid specifications, summary of proposals, follow-up with client or vendors for additional information, preparation and analysis of results and presentation of the results, and contract/booklet review.
- Assist and participate in vendor implementations.
- Work within the established fee/commission budget.
- Assist with preparation of employee communication materials.
- Assist with compliance research.
- Assist with preparation of client Welfare Form 5500 filings and Summary Annual Reports.
- Participate in meetings and communicate with clients, as appropriate.
- Actively participate in training programs to enhance benefit industry knowledge.
- Prepare monthly health and benefits commission tracking report.

### **Technical Skills:**

- Strong project management skills.
- Detail oriented with strong analytical skills.
- Strong oral and written communication skills.
- Ability to work and complete multiple tasks under aggressive timeframes.
- 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 one (1) to three (3) years of directly related health and welfare benefits experience with a consulting or brokerage firm.
- Proficient in use of Excel a plus.
- Underwriting experience preferred.

**Reports to:**

- Vice President, Health and Benefits

Interested candidates please email cover letter and resume to: [gninfo@cowdenassociates.com](mailto:gninfo@cowdenassociates.com)