



JOB DESCRIPTION: EMPLOYEE BENEFITS CONSULTANT

Summary:

As an employee benefits consultant, you will consult on a wide variety of projects involving the design, pricing, funding, implementation, and management of a full array of health and group benefits programs including medical, dental, life, disability, and flexible benefits. In this role you will act as the primary client/project manager with day-to-day communication liaison with clients, and create client deliverables.

Responsibilities:

- Deliver superior, consistent client management and deliverables for assigned clients.
- Develop a trusted advisor relationship with client contacts through effective communication and efficient, quality execution of projects.
- Develop program designs based on clients' short and long-term objectives.
- Identify critical items of concern from the client's perspective, e.g., compliance, funding.
- Maintain primary and/or secondary client contact, as appropriate based on the size of the client and scope of work.
- Utilize internal resources effectively on client projects based on expertise.
- Work within the client budget established.
- Serve as a mentor to junior staff members.
- Effectively develop and manage relationships with vendors.
- Participate in the technical peer review process.

Technical Skills:

- Significant level of health and benefits analyst/consultant experience.
- Ability to complete medical, prescription drug, stop loss, and ancillary product analyses including plan design pricing, contract review, budget and COBRA rate development, renewal projections, and short and long-term client strategy development.
- Experience in the competitive marketing process, i.e., preparing proposals, vendor follow up, analyses of the proposals, and preparation of the final report.
- Ability to work independently as well as in a team environment.
- Strong project management skills.
- Ability to manage multiple client projects and work assignments under aggressive timeframes.
- Proactive interaction with carriers and clients.
- Strong verbal and written communication skills.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.

Education:

- Bachelor's degree in related field
- Health, Accident, and Life PA License

**Experience:**

- A minimum of six (6) years of direct experience with a consulting/brokerage firm, working with mid-size to large size groups, i.e., 200 to 5,000 employees.
- Financial underwriting experiences a plus.

Interpersonal & Team Working Skills:

- Ability to adjust easily to new or changing circumstances as demonstrated by the ability to shift easily among completing tasks to meet deadlines.
- Demonstrate ability to state own opinions and ideas confidently without infringing on others.
- Ability to work collaboratively with colleagues and clients as demonstrated by finding common ground in completing tasks and solving problems and by seeking input from colleagues and clients in order to make informed decisions.
- Demonstrate ability to establish rapport and gain the trust of others through active listening.
- Ability to act with integrity as demonstrated by regularly representing information accurately and honestly, dealing with others fairly, and maintaining high standards of conduct despite pressure.
- Ability to function effectively without assistance or direction as demonstrated by regularly undertaking new tasks with minimum instruction or feedback.
- Work well within diverse groups to achieve common goals as demonstrated through support for team ownership of projects to ensure results and by supporting group goals over personal gains or using ideas or suggestions from others to improve productivity.
- Ability to work well in an unstructured environment and deal successfully with conflicting priorities to meet deadlines.
- Flexibility demonstrated by accommodating changing priorities and making sound decisions when faced with unclear situations.
- Attention to detail, demonstrated by regularly verifying all work thoroughly to ensure accuracy.
- Demonstrate ability to be proactive, creative, and innovative in solving problems and issues.
- Ability to form sound opinions and make solid decisions as demonstrated by the use of common sense to determine what is appropriate to the situation.
- Take initiative and undertake new tasks without direction.
- Accept accountability for work, including errors or misjudgments.
- Leverage the experience, expertise, and work of others, where appropriate.
- Proactive in producing work products which meet or exceed internal or external client expectations/needs.

Reports to:

- Vice President, Employee Benefits and Operations

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