

POSITION TITLE: BENEFITS ANALYST
STATUS: NON-EXEMPT
REPORTS TO: SENIOR ACCOUNT MANAGER, BENEFITS



JOB SUMMARY AND PURPOSE

As an active member of the Benefits Team, the Benefits Analyst facilitates and promotes increased team productivity and performance. Providing analytical and technical support in a hands-on environment ensures that each Benefits Team Member is able to operate smoothly and offer the best possible client service. Candidates must be strategically minded, communication oriented and must be able to skillfully analyze and operate within Microsoft Excel and other relevant software programs.

ESSENTIAL DUTIES:

- Develop and maintain effective working relationships with the team
- Communicate effectively across various levels of an organization
- Self-funded and fully-insured marketplace/carrier knowledge preferred but not required
- Prepare marketing spreadsheets, proposals, presentations, employee communication and checklists
- Assist with benchmarking and trend analysis
- Prepare Conner claim reports
- Reconcile commission statements
- Champion benefits enrollment platform
- Manage and maintain simultaneous projects
- Maintain and update necessary systems
- Maintain confidential information

ADDITIONAL DUTIES:

- Participate in seminars and classes for skill and knowledge development
- Perform other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree preferred. High school diploma or equivalent is required
- 1-2 years of Benefits experience preferred.

SKILLS and ABILITIES:

- Exceptional in Microsoft Word and Excel, PowerPoint, Outlook and Adobe
- Ability to perform duties in a high-pressured, fast-paced environment
- Must be organized and detailed with the ability to prioritize and remain flexible
- Professional telephone skills and etiquette
- Self-motivated and able to work both independently with limited supervision and within a team

LANGUAGE SKILLS:

- Excellent oral and written communication skills
- Ability to respond to common inquiries or complaints from customers or carriers
- Ability to prepare proposals for presentation and review

MATHEMATICAL SKILLS:

- Ability to apply basic mathematical concepts such as percentages, addition, subtraction, multiplication and division

REASONING ABILITY:

- Ability to think independently and critically
- Ability to define problems, collect data, establish facts, and draw valid conclusions

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

The above statements are intended to be a representative summary of the responsibilities performed by incumbents of this job. The incumbent's may be requested to perform job-related tasks other than those stated in this description.