

EBS CAPSTONE

Job Title: Benefit Analyst

Position Description:

Assist clients and support the Client Consulting team in developing materials and data to help build benefit strategies to meet client goals and objectives. The essential functions include data preparation, drafting client reports, claim report development, compliance data gathering

Major Responsibilities:

- ❖ Research and resolve claim and benefit issues for Clients
- ❖ Develop rate and financial spreadsheets
- ❖ Prepare presentation materials
- ❖ Assist in the implementation of new clients
- ❖ Organize and maintain files
- ❖ Provide backup phone support
- ❖ Collects client data necessary for the production of Summary Plan descriptions and for 5500 filing
- ❖ Proactively conducts research for complex industry trends as directed by account team
- ❖ Prepares annual benchmarking reports
- ❖ Other duties as assigned

Skills:

- ❖ Ability to organize, prioritize and manage multiple tasks.
- ❖ Detail oriented, resourceful – strong decision-making skills.
- ❖ Effective verbal and written communication.
- ❖ Excellent interpersonal skills.
- ❖ Ability to organize, prioritize, manage multiple tasks, set and meet deadlines.
- ❖ Ability to work autonomously and perform well under pressure.
- ❖ Ability to operate in a fast-paced environment.

Experience:

- ❖ Group insurance contract and account administration experience.
- ❖ Working knowledge and understanding of group insurance programs and contracts.
- ❖ Required advanced computer skills include Microsoft Word, Excel, Powerpoint and the ability to utilize a client data contact system.
- ❖ Preferably hold a valid Life and Health Insurance license.