

EMPLOYEE BENEFITS – MARKETING ANALYST JOB DESCRIPTION

Our mission is to help clients protect assets and enhance employee outcomes through the delivery of exceptional risk management and employee benefit consulting services and products.

The Marketing Analyst is responsible for supporting the marketing needs of our clients.

REPORTS TO

Practice Leader

PRIMARY RESPONSIBILITIES

- Efficiently manage project timeline for each client as developed by the Client Executive and other team members.
- Gather and organize marketing information and prepare the request for proposal.
- Populate proposals following carrier solicitation ensuring accuracy with rates, plan design, contract nuances and commissions.
- Review certificates and policy contracts during and after RFP process.
- Ensure all responses and supporting documentation is saved appropriately from an internal compliance perspective.
- Collaborate with team to support the execution of the pre-renewal and renewal strategy as needed.
- Support the management of carrier responses and questions throughout the RFP process.

REQUIREMENTS

- Bachelor's Degree; 3 years' experience in health and welfare; or any combination of education and experience, which would provide an equivalent background.
- Previous health and welfare (carrier, broker, HR) and/or employee benefits experience.
- Familiarity with carrier/vendor insurance proposals and lines of coverage.
- Proficiency of Microsoft Office Suite (Outlook, Excel, PowerPoint, Word).
- Must be able to communicate effectively, optimize work processes and make high quality decisions.
- Must be action oriented, client service focused, collaborative, self-aware and committed to self-development.
- Must have the ability to develop strong interpersonal skills to ensure a strong working relationship with the Account Management team.

SUPERVISORY RESPONSIBILITY

None



WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, cell phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

Full Time Position – 40-hour work week

PERKS

The job offers a range of total rewards that include merit increases, paid holidays, Paid Time Off, medical, dental, vision, short- and long-term disability benefits, 401(k) + match, life insurance, and wellness programs, to name a few.

