JOB TITLE: Benefits Analyst | Large Group - Employee Benefits
REPORTS TO: Vice President
FLSA STATUS: Exempt

STRATEGIC
SERVICES GROUP

POSITION:

Group Benefit Analyst– Employee Benefits

Summary

The Large Group Benefit Analyst is responsible for providing in-depth financial analysis, developing comprehensive proposals, and offering strategic insights into employee benefits plans for large groups. This role involves utilizing advanced analytical tools to assess plan performance, forecast future trends, and deliver actionable reports that support Advisors and Account Managers in presenting optimal solutions to clients and prospects. The position also manages requests for proposals (RFPs), evaluates insurance quotes, and assists in negotiations with carriers to ensure the best options are offered to clients.

Essential Duties And Responsibilities

Financial Analysis and Reporting:

- Utilize predictive analytics software to produce renewal projections, analyze healthcare claims, and assess plan designs.
- Generate claims reporting dashboards and provide monthly reports with written summaries of findings to clients.
- Conduct in-depth analysis of healthcare plan utilization and market trends to inform plan design recommendations.
- Provide illustrations of various funding and alternate plan options, including self-funding versus fully insured evaluations.
- Update and merge benefit plan data into meaningful reports and dashboards for client review.

Proposal Development and Coordination:

- Request new and renewal quotes for accounts from carriers and ensure accuracy and completeness of proposals.
- Negotiate rates with carriers under the guidance of Advisors or Account Managers.
- Analyze information on spreadsheets and present the best options for client consideration.
- Develop marketing reports and visuals, such as graphs, to support client presentations.
- Assemble and prepare presentation materials for pre-renewal and executive meetings.

Client and Carrier Relations:

- Build rapport with carrier representatives and ensure timely responses to inquiries.
- Serve as a subject matter expert for clients on industry changes and specific carrier policies.
- Participate in client meetings to present findings and recommendations.

Additional Responsibilities:

- Assist with enrollment paperwork and other administrative tasks as needed.
- Attend educational and product seminars and remain informed of insurance industry developments and product changes.
- Adapt to new software platforms and resources to enhance reporting and analysis capabilities.
- Assist Account Manager and Service Representative with enrollment paperwork and other administrative duties.
- Attend all scheduled team and staff meetings.
- Participate in special projects as required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Critical Thinking – Ability to analyze complex problems, identify strengths and weaknesses of alternatives, and recommend the best solutions.

Client/Quality Focus – Anticipate, monitor and meet the business needs of clients, and continually seek to provide a trusted advisor level of service.

Adaptability – Ability to adjust to changing environments and manage competing priorities effectively.

Teamwork - Collaborative mindset, working well with others to achieve team and organizational goals; Exhibit objectivity and openness to others' views; Share knowledge and ideas and collaborate effectively with others; Contribute to building a positive team culture.

Communication – Communicate effectively and persuasively in any situation - verbally and in writing; Thoroughly digest and interpret information and request clarification when necessary; Listen carefully and respond to questions and communications concisely; Share knowledge and ideas and collaborate effectively with others; Actively participate in meetings.

Dependability - Demonstrates reliability, follows through on commitments, and meets deadlines.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty at a high level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- Bachelor’s degree in business, finance, or a related field is preferred.
- 2-5 years in a financial or proposal coordination role, preferably within the insurance or healthcare industry.

Soft Skills

- Demonstrates effective leadership, creativity, problem-solving, and a collaborative approach to team projects.
- Strong written, verbal communication skills to effectively convey data, reporting and recommendations.
- Strong analytical and organizational skills, with the ability to handle multiple tasks and deadlines.
- Ability to efficiently organize work and manage multiple competing priorities in order to meet client deadlines.

Computer Skills

- Experience with reporting dashboards and plan comparison software.
- Experience with Brokerage Builder / ZyWave software and reporting tools.
- Proficiency in MS Office Suite, in particular Excel, PowerPoint and Word.

Physical Demands

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. While performing the duties of this Job, a team member is: regularly required to sit; use hands to type as well as speak and hear; occasionally stands and walks; must occasionally lift and/or move up to 20 pounds.