

## Benefits Analyst – Health and Welfare Benefits

Hays Companies is seeking applicants for the Benefits Analyst role in our rapidly expanding Boston office. The atmosphere is unique; embodying the work-hard, play-hard ethos. Hays Companies brings high expectations but offers great rewards for productive employees. The ideal candidate would be a motivated and detail-oriented individual capable of both interpreting data as well as interacting with clients on a time-sensitive basis. This role offers tremendous opportunity to an individual who is equipped and eager to accept the challenges of an ambitious workload and steep learning curve.

### **Job Description:**

The day-to-day responsibilities of the Benefits Analysts vary greatly; but the primary function in this position is to assist the Senior Consultant and Account Team in servicing the needs of employee benefit clients. Ultimately, the objective of individuals in this role is to acquire working knowledge of all phases of the Consultant role within the Employee Benefits Department and the expertise to act in that role in the Senior Consultant's absence. The position is responsible to the Sr. Consultant and/or Vice President and Sr. Vice President.

Benefits Analysts will be required to:

- Provide client utilization and financial reporting to the Senior Consultant and to clients
- Assist clients with daily service functions and frequent ad hoc requests, escalating issues as needed
- Create, review and edit summary plan descriptions and other client materials
- Administer marketing and renewal functions such as requests for proposal
- Identify, plan, and develop methods and procedures to obtain greater efficiency and effectiveness of benefit programs
- Participate in market meetings, client functions, industry seminars and training programs as directed
- Maintain client records and update client communications
- Updates files for resource library including current developments, legislative and regulatory changes, and market updates and work with the Senior Consultant and account to advise impact to clients

### **Qualifications:**

- Reliable decision-making, polished oral and written communication skills and the ability to work both independently and as a part of a close team
- Good working knowledge of Microsoft Excel and PowerPoint as well basic algebra skills
- Applied knowledge of all lines of employee benefits
- Two (2) to Four (4) years in an insurance-related industry or any equivalent combination of education and experience preferred but would consider a strong candidate with an alternate background

We are an Equal Opportunity Employer