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# Example of Health & Benefits Consultant Job Description

Our company is looking for a health & benefits consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for health & benefits consultant

* Delegate effectively to provide developmental opportunities to team members while providing mentoring and coaching to direct reports
* Proactively advise clients and provide consistent client service to clients, resolving day to day service issue (eligibility, carrier coverage and claims issues, compliance
* Prepare for and facilitate client meetings (prepare agendas and materials, coordinate resources)
* Manage completion of reports and administrative actions for clients including Form 5500 filings, policy checking and delivery, monthly reporting of client and carrier information, summary plan descriptions, certificates
* Contribute to the client open enrollment process including preparing materials and presentations, organizing and conducting employee meetings, proofing contracts, updating internal systems
* Conduct qualitative and quantitative evaluations of PBM contracts
* Analyze pharmacy claims data
* Assist with sales and marketing by drafting proposals, presentations, exhibits, and articles
* Manage client relationships, projects, assignments, presentations, and deliverables
* Work autonomously but also actively participate in various project teams to foster collaboration and information sharing

## Qualifications for health & benefits consultant

* CEBS designation is preferred
* Minimum eight or more years' experience in identifying, designing, recommending and implementing efficient, innovative business solutions to clients' complex health care benefits challenges
* Minimum seven years of H&B or relevant actuarial experience required
* Lead the Health Analytics Practice for all of Canada
* Serve as a Senior Consultant for large market clients in the Ontario market
* Proven ability to generate health and group benefits revenue to large corporate clients