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# Example of Health & Benefits Consultant Job Description

Our growing company is hiring for a health & benefits consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health & benefits consultant

* Regional & local Benefits consulting sales strategy review (in collaboration with key
* Collecting and reviewing the analyst’s compilation of health benefits information from a variety of sources (such as hard files, electronic files, the client and carriers), responses from the carriers and the data in a template (customization depends on client plan types, funding, rate structure, ), and reviews the transparency documents
* Actively participate and coordinate oversight activities for all H&W related processes, policies, programs and vendors
* Participate in cross functional teams related to strategic planning and process improvement
* Support the development of the benefits budget specific to H&W programs
* Partner with HR Shared Services, as needed, to ensure effective and timely handling of H&W benefit operations (e.g., vendor file processing and bill payment process are accurate)
* Partner with HR Shared Services to manage vendor relationships, improve status quo and deliver exceptional results
* Resolve member escalations and research root cause
* Lead key cross-team projects by setting timelines, allocating tasks and reporting status to H&W manager
* Manage the RFP process for new & prospective clients

## Qualifications for health & benefits consultant

* Ability to work effectively in highly matrixed environment
* Track record of effectively partnering with third party organizations, such as data warehouse vendors
* Experience with deep, data driven health and group benefit solutions to premiere clients, preferably gained in a health benefits consulting or brokerage environment, health insurance carrier, managed care organization or another leading health care provider
* Proven ability to recognize and diagnose issues and leverage the resources of other related practices to address client challenges
* Flexibility with regard to travel that can range from 25 to 50%
* Experience of business development in a consulting environment or financial services sector