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# Example of Health & Benefits Consultant Job Description

Our innovative and growing company is looking to fill the role of health & benefits consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for health & benefits consultant

* Support the RFP process and renewal and Implementation of insurance coverages processes
* Gathers, reviews and summarizes renewal/marketing results and assists in communicating to clients
* Identify and understand negotiable elements of underwriting calculations for all lines of coverage
* Coordinates renewal process, census data, Schedule A requests and ERISA Wrap documents
* Responds to client inquiries through email, phone calls or other requests of information
* Conducts initial research for client projects and works with carriers in coordinating information
* Assists with open enrollment communications and other employee related communications
* Proactively works with vendors and Corteva Global Rewards personnel to assess potential impact of business decisions and legal changes, in advance, on stakeholders and also develops, gains approval, communicates and executes associated action plans
* Works with Corteva Sourcing and Legal organization to review and amend contract documents, including service level exhibits, statements of work – fully versant in contract language and contract structuring
* Develops, implements, and drives compliance of Corteva vendor management, sourcing, change request and financial processes in this work

## Qualifications for health & benefits consultant

* Bachelor’s degree required (mathematics, business, finance or economics preferred)
* Successful track record in selling solutions to senior stakeholders
* Understanding of private medical, life assurance, Income protection and flexible benefits arrangements
* Ability to identify appropriate prospective clients
* Ability to generate a need with clients for our services and products
* 7+ years experience and success in the design/management of group health and benefit plans gained in a consulting, brokerage or carrier environment