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# Example of Wellness Consultant Job Description

Our company is growing rapidly and is hiring for a wellness 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 wellness consultant

* Design effective meeting agendas & facilitate meetings in person & by phone conference, & produce meeting minutes for communication
* Lead the development & implementation of Employee Wellness toolkits & other products & deliverables
* Will represent Employee Wellness as liaison & participate w/ stakeholder committees, at meetings & on tasks forces
* Act as an HR point of contact for Employee Wellness, facilitates access to wellness content expertise to key KP functional departments
* Assists Wellness Lead in partnering w/ key departments
* Collaborates w/ the local, regional & national wellness-related efforts to link programs, resources & strategies to ensure consistency around wellness objectives across the region/program
* Manage & assist in the development & maintenance of the Employee Wellness Website
* 30% travel w/in the region
* Guiding and supporting employers in designing, implementing and evaluating robust wellness strategies and programs
* Prepares and administers wellness proposals, scope of work documents and service agreements

## Qualifications for wellness consultant

* Able to work effectively and collaboratively with professional staff in the university, to set up networks of aid and response for learners in difficulty
* Demonstrated ability to exercise patience, tact, judgment and discretion
* Bachelor's degree in business, health management, social sciences, or related field
* 3 to 5 years experience in consulting and/orproduct development
* Master's degree in business or healthcare field
* 3 to 5 years experience in consulting and/orproduct development in health and wellness, medical management or benefits administration