



Example of Health & Welfare Job Description

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Our company is searching for experienced candidates for the position of health & welfare. 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 & welfare

- Oversees the delivery of all benefit administration services for clients who have outsourced all or part of their benefits administration to Hewitt
- Provide a high level of customer care to internal clients by timely and accurately explaining benefit coverage options and plan design to assist participants in navigating the insurance process
- Attend client meetings (internal and external) where applicable
- Lend expertise and oversight to H&W Benefits Manager and Administrator on COBRA, FSA, Disability other assigned plans
- Serve as the Client Health Plan subject matter expert
- Lead the operation/execution of annual enrollment for UTC's employees and retirees
- Oversee key vendor relationships associated in the administration and operation of US domestic health & welfare benefit plans
- Lead the development, maintenance and ensure accuracy of all required plan documentation such as Summary Plan Descriptions (SPDs) and Summary of Benefits Coverages (SBCs)
- Work with Benefits Finance organization to provide knowledge and expertise on audits involving employees' health care cost and claims data
- Support Benefits Communications and ensure accuracy of all health & welfare employee communications

Qualifications for health & welfare

- Exhibits leadership and decisiveness under ambiguous circumstances, can create a positive team environment
- Possess deep knowledge of TBA's business and delivery models, the capabilities and limitations of the benefit platform, regulatory/compliance/consulting knowledge
- Must be experienced with all Microsoft Office Applications
- Must have in-depth knowledge and experience in customer and client service minimum of 5 years of health and welfare benefits experience
- Experienced in all regulatory aspects of H&W plans and wellness programs