



# Example of Wellness Manager Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of wellness manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for wellness manager

- Assist in managing development and execution of related functional projects in areas including culinary, supply chain, operations, finance, IT, corporate communications, public affairs
- Independently manage hands-on development/execution of key projects
- Track and report on initiative results against key performance objectives while managing budget and other administrative duties (e.g., timeline development, project plans, program administration)
- Create internal and external marketing & communications materials for both B2C and B2B audiences
- Analyze market and competitive trends and recommend actions to enhance existing and create new brand building initiatives
- Maintain regular contact and foster information sharing and open communication within the Marketing team and across related functional groups
- Service program support requests from field marketing and account leadership
- Perform other marketing and brand related duties in support of key annual marketing plan initiatives
- Ongoing Operation/Policy Management including responsibility for UK/Channel Islands policy interpretation and resolving escalated employee situations, as appropriate
- Financial Management including assisting with the analysis of the financial impact of proposed changes, utilization and trend analysis renewals and

## Qualifications for wellness manager

- Bachelor's degree in health promotion, public health, kinesiology, exercise physiology or related field required
- 3+ years of experience working in related marketing management positions
- Monitor vendor relationships for benefit programs in the jurisdictions covered, in conjunction with local offices, including ensuring Service Level Agreements are established with all vendors
- Bachelor's degree in health promotion, public health or related field is required
- Experience in calling on 3rd party distributors is desirable
- Health & Wellness industry experience is highly desirable