



# Example of Wellness Manager Job Description

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Our growing company is looking for a wellness manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for wellness manager

- Responsible for conceiving, owning a wellness calendar and execution of calendared activities for all locations
  - Owns and supports Benefits and Wellness policy and administration, regulatory compliance of all programs and audit support of the function including oversight of record keeping
  - Develop and conceptualize themes for new programs that help identify employees at risk for chronic health conditions such as cancer, cardiovascular disease, chronic pulmonary diseases, depression, obesity and chronic pain conditions
  - Identify quality programs at minimal or no cost to the University
  - Evaluate with the Senior Director of Benefits and the Director of Benefits Service Delivery the Manager of Retirement Plans, the management of large-scale events
  - Ensure that a project budget is developed and that project expenses and quality of events are met
  - Using strong project management skills, provide delivery support for Corporate HealthAhead Project Leader around HealthAhead Planning, Healthy Sites, and Consumer Engagement
  - Provide continuous talent procurement to stay ahead of trends and team turnover
  - Drive team education
  - Motivate team members to reach personal and team based attendance and usage goals
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- Prior experience with project management or PMO-role function
- Ability to prioritize tasks with a great attention to detail
- Knowledge of SHC's assets, Sears and Kmart formats, and retail industry is preferred
- Strong business acumen with ability to evaluate program impact and program health
- Effective time management skills and the ability to organize and direct the quality of his/her work amidst the demands of multiple projects and demanding clients
- Excellent Excel skills, and strong aptitude with MS Word, PowerPoint, Outlook, Project, and any additional project management tools or software is preferred