

## Market Analyst/Insurance Quoter

There are three major objectives that this position encompasses:

- To provide statistical analysis in preparation for negotiations with insurance carriers on pricing of our clients' insurance programs. This position demands highly refined mathematical and analytical skills as well as negotiating and communication abilities.
- To work directly with the designated Account Team to ensure that all aspects of the marketing and service process are handled efficiently, accurately and professionally.
- To serve as an educational resource to other Market Analysts and Producers and assist in continual marketing troubleshooting and guidance.

Responsibilities:

- Client/Carrier Negotiations
- Market Fully Insured and ASO cases
- Bid analysis and proposal writing/design
- Prepares requested proposals
- Selects markets for solicitation
- Analysis of market proposals for verification of benefit premium and competitiveness
- All phases of marketing analysis, which include:
  - Interpret monthly aggregate accounting statements
  - determine claims trends by plan
  - Development of plan change adjustments, COBRA rates and contribution schedules
  - Utilization analysis (ability to extract information from carrier reports and make recommendations to client based on results of analysis.)
- Participate in design and implementation of department processes and procedures
- Consistent communication and interaction with Producers and Renewal Department
- Handle any miscellaneous task needed to get the job done or better the position of Healthcare Consultants, Inc.

Qualifications:

- Proven track-record of helping business succeed through analytical insights
- Experience in forecasting, modeling, and report creation
- Strong quantitative, analytical, and problem solving skills
- Mastery with MS Excel spreadsheet modeling and report creation
- Excellent management, communication and presentation skills
- Proficient at MS Word, PowerPoint and Outlook.
- Detail oriented, resourceful and accurate
- Effective verbal and written communication.
- Ability to set and meet deadlines.
- Ability to work autonomously and perform well under pressure.
- Ability to organize, prioritize and manage multiple tasks.

Education:

- Bachelors Degree preferred
- Microsoft Office Word, Excel and PowerPoint
- Excellent interpersonal & communication skills
- Health/ Life License preferred