



INTERCARE

Job Posting  
Benefit Analyst  
Orange County office

In the Benefit Analyst role, the successful candidate will work with a team including an Account Executive and an Account Representative to service clients. Responsibilities will include:

- Develops and organizes requests for proposals, results and reports.
- Interprets benefits and claims data for inclusion in requests for proposals; organizes carrier & vendor bids received and follows up on non-responses and late submissions.
- Communicates with Account Executives and Producers on status of bid activity.
- Reviews insurance bids for compliance with specifications, identifying key differences in bids, and maintaining client databases within internal systems.
- Adds to and maintains client access to external online portals.
- Assists with client-related service issues and open enrollment meetings.

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong critical thinking skills
- Advanced Excel skills and a strong ability to interpret data and written information
- Write clearly and informatively
- Strong initiative and a very strong attention to detail
- Ability to comfortably speak in front of groups to convey benefit information
- Support everyone's efforts to succeed as a team

Qualifications/Requirements:

- Bachelor's degree required.
- At least 2-3 years related experience and/or training or equivalent combination of college work and work experience.
- Must have excellent Excel skills, strong verbal and written communication skills and team commitment.

If you thrive in a fast-paced environment and enjoy creative and challenging work, Intercare may be the company for you! Intercare Insurance Solutions is looking for success minded, team oriented individuals who want to join a dynamic and growing company. Intercare is results-oriented and focused on providing excellent service and measurable value to our clients.

Intercare Insurance Solutions' model provides unparalleled customer service aimed at achieving the highest levels of client satisfaction and offers a wide array of additional services beyond those of the traditional insurance broker. Our forward-thinking culture has enabled Intercare to become one of the fastest growing corporate insurance companies in the West, providing insurance brokerage, employee benefits consulting, and risk management services to our clients. Intercare provides its clients with insurance solutions that are targeted, detailed and customized according to corporate, financial and human resources objectives.

For additional information about Intercare Insurance Solutions, please visit our website at [www.intercaresolutions.com](http://www.intercaresolutions.com). In addition to highly competitive compensation packages, Intercare also offers a comprehensive benefits package for our associates and their families, which includes medical, dental, life and disability, retirement, etc. For consideration, please submit your resume and cover letter referencing job #029LK to [careers@intercaresolutions.com](mailto:careers@intercaresolutions.com). Intercare Insurance Solutions is an Equal Employment Opportunity employer.