

# Employee Benefits Underwriting Consultant

## What you'll be doing

We are looking for an individual with health and dental insurance underwriting experience who can provide their technical and analytical expertise in the management and operations of The Trust's Health and Dental Pools. You must have experience analyzing data and have strong verbal and written communication skills. You must be able to work independently, be very detail-oriented, and have strong time management skills and thrive in a fast-paced environment with rapid changes. This position will be committed to providing exceptional service to Rhode Island public sector entities, their employees, dependents, and retirees.

## You will be responsible for...

- Assists in the underwriting of Member premiums by preparing and maintaining spreadsheets and rating templates
- Preparing and ensuring accuracy and consistency of Member renewal documents and communications
- Preparing data in a suitable format for transmission to actuaries, consultants, and third- party insurance providers
- Compiling, analyzing, and manipulating raw data in preparing charts, tables, and graphs for internal and external use
- Conducting appropriate research in resolving Member issues and finding solutions to addressing Member's questions and concerns
- Monitoring, interpreting, and ensuring compliance with, federal and state legal requirements related to health and dental insurance coverages
- Providing exemplary customer service to Rhode Island public sector entities related to health and dental insurance

## What you can expect in this role

- Full-time, 35 hours / week, Salary
- Hours: 8:30am - 4:30pm
- Location: East Providence, RI
- Occasional travel within RI
- Hybrid work schedule available

## What skills & experience we'll need from you

- Bachelor's degree, preferably in mathematics, actuarial science, finance, or business administration
- A minimum of 5 years' experience in the healthcare industry, specifically in underwriting
- Proficient In Microsoft Office, specifically Excel
- Knowledgeable about employee benefit programs, specifically health and dental insurance underwriting, and benefit administration
- Strong analytical skills
- Strong attention to detail
- Strong time management skills
- Strong communicator both written and verbal
- Ability to work independently with minimal supervision

Send Resume to: [HR@ritrust.com](mailto:HR@ritrust.com)