

# Health & Welfare Analyst

Dallas, Texas

<https://neimanmarcus.referrals.selectminds.com/jobs/health-welfare-analyst-20634>

## NEIMAN MARCUS GROUP

The Health and Welfare Analyst is a highly visible, hands-on position that reports to the Director, Benefits. This position provides operational and analytical support and oversight to all company health and welfare plans, including medical, dental, vision, life, disability, EAP, and Section 125.

### Duties and Responsibilities

- Assists with ongoing administration of health and welfare plans, including answering questions, reporting, and annual enrollment activities
- Provides plan financial reporting data to other departments within the company
- Assists with the development of health and wellness communication pieces
- Partners with outside vendors and internal People Services teams to provide exceptional customer service and a high level of engagement in programs
- Maintains and updates welfare plan documentation and assists with 5500 and other government filings
- Ensures compliance with all federal, state and local health and welfare and leave regulations

### Requirements

- Bachelor's Degree or equivalent experience
- Excellent written and oral communication skills
- Meeting presentation and public speaking skills
- Excel proficiency
- Understanding of business finance and basic accounting principles
- Exceptional analytical skills with the ability to interpret data, detect trends, draw conclusions, and formulate recommendations
- Ability to handle confidential, sensitive information with discretion
- Results-oriented with the ability to meet deadlines
- Ability to work independently with little supervision Strong working knowledge of ERISA, COBRA, FMLA, HIPAA, Section 125, ACA and other regulations

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