

As a **Benefits Administrator II - Wellness** with Frost, you will be responsible for promoting programs and initiatives that increase employee awareness of physical fitness, nutrition, and mental health. Responsibilities will include marketing wellness initiatives so that program participation and engagement remain at a high level; evaluating existing or new wellness programs for effectiveness; communicating with and serving as a liaison with third party vendors; overseeing utilization of onsite fitness center; serving on the internal sports committee; keeping informed of changes in laws and regulations to ensure that all applicable regulations are followed; assisting with the administration of group benefit programs; and preserving benefit plan records as required. The candidate will provide support to employees concerning benefit plan provisions and processes.

**Required:**

- \* Proficient in Microsoft computer applications
- \* Excellent written and verbal communication skills
- \* Strong project management skills

**Preferred:**

- \* 3+ years experience with wellness administration
- \* Bachelor's degree in Exercise Science, Health Promotion, Applied Nutrition, Recreation Management, Public Health, or a related discipline

Frost is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.