



Job Title: - Corporate Wellness Specialist

If interested, please apply here:

<https://careers-gmfinancial.icims.com/jobs/32798/corporate-wellness-specialist/job?hub=7>

JOB SUMMARY:

The Corporate Wellness Specialist will be responsible for planning, design, implementation, delivery and evaluation of comprehensive corporate health promotion programs, including but not limited to: health screenings, health fairs, awareness events and classes, health communications, health education

JOB DUTIES:

- Assisting with generating reports for wellness program tracking and program analysis.
- Serve as the Safety and Wellness champion lead
- Coordinate all wellness communication including benefit guides, webinars, emails, articles, etc
- Develop and maintain content for benefits and wellness sites
- Organize and oversee wellness screenings, flu shots, B shots
- Organize and oversee benefit fairs including travel to centers
- Serve as contact to Wellness Vendor
- Design and develop outcomes focused programs and interventions
- Instruct health education wellness classes and programs
- Integrate fitness programs with comprehensive wellness initiatives
- Performs other duties as assigned
- Conforms with all corporate policies and procedures

REPORTING RELATIONSHIP:

Reports to: Benefits Manager

QUALIFICATIONS:

Knowledge

- Administrative and clerical procedures
- Basic software applications (e.g., Outlook, Word, Excel, Lotus, Access, Internet, Email).
- Company values, mission, vision and strategic direction.

Skills

- Completing various administrative duties (e.g., answering phones, making copies, filing).
- Integrating information from various HR database sources
- Communicating organizational benefits of training programs
- Generating reports for management personnel.

Experience

- 3 years of experience working in the health and wellness field highly preferred

Education

- High School Diploma required
- Bachelor's Degree in Health and Wellness preferred

WORK CONDITION:

Occasional overtime or split shifts may be required; Subject to loud noises; some travel required; Fast-paced office environment; Strong focus on providing quality service to internal and external customers; Work a flexible schedule including extended business hours, weekends and holidays; Work additional hours based on production demands requiring mandatory overtime; Subject to daily service level requirements; Must be able to deal with stressful office conditions while troubleshooting problems