

US Benefit Plans Analyst

<https://www.alcon.com/careers/career-search/job-details/257067BR>

Job ID257067BR

Position Title; US Benefit Plans Analyst

Job Description

- Provides strategic and plan design support for Alcon's US benefit plans.
- Ensures Alcon offers cost-effective, competitive benefits plans through review of competitive benchmarks, tracking trends and latest developments in plan design, staying abreast of legal/statutory changes impacting benefit plans, financial modeling, claims costs and utilization analysis.
- Supports activities needed for compliance with US benefit plan regulations.
- Provides support in development and review of benefit communications.
- US Health & Welfare strategic plan design support.
- Perform Ad-Hoc analysis and assist in proposal development .
- Investigation of new plans and vendors.
- Benchmarking and participation in surveys .
- Benefit communication support.
- Maintain internal & external claims and budget tracking documents .
- Manage and execute Job Evaluation process to assess job levels/grading based on defined criteria, internal and external data .
- Financial & data analytics and tracking .
- Ad-Hoc requests.
- Financial and Utilization reporting.
- Merger & Acquisition support.

- Data Warehouse reporting and analysis.
- Reconciliation of claims – vendor reports to banking.
- Compliance.
- Coordinate SPD/Plan document updates.
- Statutory requirement (e.g. 5500, SARs, Audits, Medicare Part D, Sox, etc.)
- Review/Update plan information at benefit vendors .
- Assist with development of contribution rates .
- Assist with vendor contracts.
- Benefit Communications .
- Assist with updating plan communications .
- Assist with employee meetings/annual enrollment process/benefit fairs.

Minimum requirements

- Bachelor's Degree or equivalent years of directly related experience.
- Master's Degree in Business Administration preferred
- The ability to fluently read, write, understand and communicate in English
- 5 years of relevant experience