



**JOB DESCRIPTION: Health & Benefits SENIOR CONSULTANT**

**Summary:**

This position is responsible for growing new and existing relationships across company practices with a focus on external new business growth. Additionally, this individual must have the ability to coordinate and complete client projects, present reports and communicate and respond to client needs. This consultant must be innovative, with a strong desire to bring best in class solutions to clients.

**Responsibilities:**

- Develop alternate products/solutions/service offerings within practice areas to expand relationships.
- Develop a trusted advisor relationship with client contacts through effective communication and efficient, quality execution of projects.
- Grow new and existing client relationships across all practices.
- Work collaboratively as part of a high performing group of individuals with differing styles.
- Participate as part of a team in sales/marketing/prospecting.
- Oversee and/or complete the work on client projects.
- Identify critical items of concern from the client's perspective, e.g., compliance, funding.
- Track profitability of projects.
- Effectively develop and manage relationships with vendors.
- Prepare work product and participate in client meetings, where appropriate.
- Maintain primary and/or secondary client contact, as appropriate based on the size of the client and scope of work.
- Serve as a mentor to junior staff members.
- Work within the fee budget established.
- Utilize internal resources effectively on client projects based on expertise.
- Participate in the technical peer review process, where appropriate.

**Technical Skills**

- Strong client and account management skills.
- Ability to work on and complete multiple tasks under aggressive timeframes.
- Proactive with carriers and clients.
- Strong verbal and written communication skills.
- Ability to work both independently and within a team to meet common goals.
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint.



## **Education**

- Bachelor Degree
- Health, Accident and Life PA License

## **Experience**

- A minimum of ten (10) years of directly related experience with a consulting or brokerage firm (consulting preferred).
- Ability to complete renewal projections, analyses.
- Experience in the competitive marketing process, i.e., preparing Request for Proposals, carrier follow up, analyses of the proposals and preparation of the final report.
- Experience in working with senior level management.
- Experience in managing multiple projects under aggressive timeframes.

## **Interpersonal & Team Working Skills**

- Ability to adjust easily to new or changing circumstances as demonstrated by the ability to shift easily among competing tasks to meet deadlines.
- Demonstrate ability to state own opinions and ideas confidently without infringing on others.
- Ability to work collaboratively with colleagues and clients as demonstrated by finding common ground in completing tasks and solving problems and by seeking input from colleagues and clients in order to make informed decisions.
- Demonstrate ability to establish rapport and gain the trust of others through active listening.
- Ability to act with integrity as demonstrated by regularly representing information accurately and honestly, dealing with others fairly and maintaining high standards of conduct despite pressure.
- Ability to function effectively without assistance or direction as demonstrated by regularly undertaking new tasks with minimum instruction or feedback.
- Works well within diverse groups to achieve common goals as demonstrated through support for team ownership of projects to ensure results and by supporting group goals over personal gains or using ideas or suggestions from others to improve productivity.
- Ability to work well in an unstructured environment and deal successfully with conflicting priorities to meet deadlines.
- Flexibility demonstrated by accommodating changing priorities and making sound decisions when faced with unclear situations.
- Attention to detail, demonstrated by regularly verifying all work thoroughly to ensure accuracy.
- Demonstrate ability to be proactive, creative and innovative in solving problems and issues.
- Ability to form sound opinions and make solid decisions as demonstrated by the use of common sense to determine what is appropriate to the situation.
- Takes initiative and undertakes new tasks without direction.

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- Accepts accountability for work, including errors or misjudgments.
- Leverages the experience, expertise and work of others, where appropriate.
- Proactive in producing work product which meets or exceeds internal or external client expectations/needs.

**Reports to:** Vice President, Health & Benefits

Interested candidates please email cover letter and resume to [gninfo@cowdenassociates.com](mailto:gninfo@cowdenassociates.com)