

**Job Title:** Benefits Plan Building Specialist  
**Job Location:** Charlotte, NC  
**Company Website:** [www.90degreebenefits.com](http://www.90degreebenefits.com)



### **Company Summary:**

90 Degree Benefits is a health benefits company that specializes in designing health plans and administering benefits for self-funded employers. With a fully integrated, comprehensive medical risk management program that improves health care outcomes for plan participants, the 90 Degree Benefits team of experts is able to significantly reduce claim costs for employer clients. Like all of the 90 Degree Benefits locations, the Charlotte, NC office serves employers and their members both locally and nationwide. As leaders in the industry, the 90 Degree Benefits team in Charlotte takes pride in guiding clients on the road to achieving more with their health plan.

### **Position Summary:**

90 Degree Benefits is seeking a full-time Benefits Consultant and Plan Building Specialist to join our team. This position helps to build and maintain the plan benefits in the claims system for new and existing groups upon implementation, renewal, and/or periodic changes. In addition, this position will assist to prepare necessary documents such as Summary of Benefit Coverage (SBC), Schedule of Benefits, Plan Document/SPD and Plan Amendments. Convenient location in southwest Charlotte. Excellent pay, flexible hours, and comprehensive benefits offered.

### **Essential Duties and Responsibilities:**

- Support the sales and marketing staff by consolidating information during new client implementation and/or renewal to ensure the accuracy of benefits and/or plans built in the system.
- Serve as a point of contact for plan building documentation.
- Assist in preparing all new group and renewal group SBC's, Schedule of Benefits, Plan Documents, and Plan Amendments in a timely manner.
- Upload new plan information to the company website to ensure the most current documents are available for clients and members.
- Assist with ensuring compliance with applicable government regulations.
- Assist with audits for client medical plans based on information provided by sales.
- Perform plan building audits to ensure systems and services provided match the items listed in the plan documents.
- Proofread plan documents for accuracy.

### **Qualifications:**

- Required: Experience in the medical industry evaluating, updating, and monitoring health plans as well as updating related documentation
- Required: Experience in managing records and updating contractual documentation
- Preferred: Experience working for a third party administrator managing health plans for clients
- Computer proficiency and technical aptitude with the ability to use Microsoft products, claims systems and shared drives for filing purposes.
- Effective planning and priority setting with the ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and a thorough knowledge of plan designs.
- Ability to understand, evaluate, and make judgment on benefit plans.
- Knowledge of benefits contract language.
- Project and team management skills and experience.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits plans, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, OBRA, and Social Security and DOL requirements.
- Excellent communication and organization skills, both internally and externally, to all customers.
- Strong proofreading skills.

*90 Degree Benefits, is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*