

# Health and Dental Program Analyst

## What you'll be doing

As the Health and Dental Program Analyst you will be part of a dynamic team that is committed to providing exceptional service to Rhode Island public sector entities, their employees, dependents, and retirees. You will be providing general, technical, and analytical assistance in the management and operations of The Trust's Health and Dental Pools. We are looking for an individual that has excellent communication and customer service skills who is highly organized, has good time management skills and strong attention to detail. You must have strong analytical and problem-solving skills and be comfortable performing a wide variety of tasks in a fast-paced environment with rapid changes.

## You will be responsible for...

- Working collaboratively with the Underwriting Consultant in creating efficiencies in the department's daily responsibilities
- Providing exemplary customer service to our Members through frequent interactions
- Assist Members in resolving problems or concerns related to their Health and Dental coverage
- Assist with the process of underwriting Member premiums by providing support in maintaining and preparing spreadsheets
- Assist with the preparation of annual renewal documents as well as regular communication materials
- Collaborate with other Trust departments to accomplish department and/or organizational goals and objectives
- Interacting directly with the Health & Dental Insurance vendor contacts to service our Members

## What you can expect in this role

- Full-time, 35 hours / week, Salary
- Hours: 8:30am - 4:30pm
- Location: East Providence, RI
- Occasional travel within RI

## What skills & experience we'll need from you

- Bachelor's degree, preferably in mathematics, finance, or business administration
- A minimum of 5 years' experience in an analytical position, healthcare industry preferred
- Proficient in Microsoft Office, specifically Excel
- Strong verbal and written communication skills
- Strong attention to detail
- Ability to effectively communicate with our Member entity contacts
- Ability to work independently with minimal supervision

Send Resume to: [HR@ritrust.com](mailto:HR@ritrust.com)