

## Communications Specialist

### **The Benefit Services Group, Inc. (BSG®) | BSG Analytics™, LLC (BSGA)**

At BSG | BSGA, we service clients nationwide in employee benefits and wellness consulting, and health care data analytics. BSG | BSGA has been certified as a Great Place to Work by the Great Place to Work Institute. At BSG | BSGA, you'll enjoy working on a friendly and supportive team where your strengths are valued, your creativity is encouraged, and your contributions are respected.

And because office life is about more than work, we make work-life balance a top priority. Paid Family Leave, flexible scheduling, paid volunteer time, and an on-site fitness center are just some of the ways we ensure that your hard work is acknowledged and sustainable.

We are currently looking for a Communications Specialist. The Communications Specialist is responsible for designing and providing client and internal communication pieces, producing client presentations, and animated videos. The Communications Specialist is assigned to specific client accounts and will work with Account Executives/Managers or other designated cross-team personnel.

Some of your responsibilities will include:

- Create client communications, including writing, editing, proofreading and providing design recommendations. Prepare communications from initial concept, through layout and graphic design, revisions, client approval, and coordination of print production.
- Design and update employee communication materials such as brochures/flyers, enrollment guides, posters, marketing/promotional pieces, e-mail announcements, postcards, letters, wallet cards, PowerPoint presentations, animated videos, and other miscellaneous communications.
- Develop client communication plans, calendars and campaigns.
- Write/edit PowerPoint scripts and execute voice-over recording. Offer recommendations for redesign of presentation components.
- Prepare charts, graphs, timelines, maps, etc. for client presentations.
- Research and write wellness articles and/or "well blog" posts and assist the BSG Health & Wellness Consultant with client health and wellness fair promotional materials and communications.
- Support bsg.com web design, content changes, and/or social media updates.
- Assist other BSG departments when needed, e.g. Call Center for Dependent Verification Audits.

Qualifications:

- Four-year college degree in Communication, Journalism and/or Marketing.
- Prior professional office experience.
- Excellent oral and written communication skills.
- Highly customer-focused.
- Highly skilled in applicable graphic design programs (Adobe Creative Cloud InDesign, Illustrator, Dreamweaver, PhotoShop, etc.).
- Proficiency in Word, Excel, PowerPoint, and Outlook with ability to quickly assimilate new programs.
- Experience with HTML.
- Health insurance or employee benefits background preferred but not required.

The Benefit Services Group, Inc. | BSG Analytics, LLC is an Equal Opportunity Employer.