

About WellNet Healthcare:

As a national healthcare management firm, WellNet creates lower cost level-funded and self-funded health insurance plans for companies offering employee benefits. With less margin, more technology and a frictionless member experience, our PPO plans, Reference Based Pricing options, and Hybrid plans lower healthcare expenses today and limit increases tomorrow. WellNet finally helps businesses and their members take back the profits from traditional health insurance companies. www.wellnet.com

Reports To	Director of Client Operations
Key Responsibilities	Responsible for project management and performance of key activities around implementation of new clients, client renewals, deployment of plan design changes.
Key Activities	<ul style="list-style-type: none"> • Project manage all components of the implementation, renewal and plan change processes ensuring key dates and deadlines are met.. • Initiate meetings with internal and external teams; lead the team through all aspects of the implementation process. • Coordinate plan and group setup. • Coordinate acquisition and disbursement of enrollment and other necessary data and files. • Configure group, plans, and benefits in WellNet's platform. • Configure member portal, client reporting portal in WellNet's platform. • Coordinate procurement of contracts and agreements necessary including fully executed Administrative Service Agreement, Stop-loss Policy, and any other agreements relevant to the group health plan.. • Assemble member welcome packet • Coordinate configuration tasks associated with plan changes at client renewal and plan amendment /Document distribution. • Support Account Manager with open enrollment employee meetings and education as needed.
Qualifications	<ul style="list-style-type: none"> • College degree- minimum Associates degree • Proficient understanding of self-funded medical and prescription drug plan benefits • Proficient with technology, workflow systems, and database data management • Strong project management skills • Has a strong sense of professionalism and personal accountability • Collaborative • Self-directed • Problem solver
You are aligned with these values:	<ul style="list-style-type: none"> • Optimism • Accountability • Respect • Intelligence • Hustle • Adaptability • Building long-term relationships

This position offers a competitive compensation package, including health benefits, 401k, ongoing training, and paid vacation time.

Get to Know WellNet:

- **Video Meeting:** [For Advisors & C-Suite](#)
(What the Health Insurance Companies Don't Want You to Know)
- **WellNet in the WSJ:** [Deception Behind Network Discounts](#)
- **Video:** [Advisors Talk About Competitors](#)
- **Video:** [Advisors Talk About Carriers](#)
- **Video:** [Advisors Talk About C-Suite](#)

- **Guide:** [Self-Funding Simplified](#)
- **Presentation:** [WellNet in Slides](#)

Interested in Applying?

Please send an email to resumes@wellnet.com and include:

1. Cover note and
2. Live Linked in bio link or resume.