

WellAdvantage, a corporate wellness company, offers customized wellness programs and services to companies nationwide. Throughout our 20+ years of existence, we have influenced workforce health and resilience through solutions to build and sustain workplace cultures of wellness. WellAdvantage strives to help America's workforce live their healthiest lives by providing meaningful care, while improving quality of life through leading-edge wellness programming.

We "walk the walk" of wellness with a commitment to support the health and wellbeing of our employees through a comprehensive approach to work-life-balance offering opportunities for education and activities designed to meet our employees where they are.

As a woman-owned business we welcome and encourage diversity in our workforce. WellAdvantage is an Equal Opportunity Employer. We are currently seeking a Wellness Account Manager to join our team.

Wellness Account Manager

The Account Manager position is primarily responsible for working with our corporate clients to create, plan and implement wellness initiatives within their organization. The Account Manager works alongside clients as an advisor and innovator, implementing cutting edge wellness solutions as well as customized client specific programs to positively impact workforce health and resilience. The Account Manager plays a key role in providing superior service to clients and enriching client relationships.

The key responsibilities of this position include:

- Managing multiple corporate accounts/clients ensuring that all programming and communications are executed according to client approved wellness calendars.
- Building and managing client relationships before and after the sales process.
- Coordinating client onboarding activities with WellAdvantage departments to ensure seamless and optimal implementation of wellness programs.
- Holding regular touch base calls with each assigned client.
- Coordinating all programs and services with WellAdvantage departments.
- Recommending and presenting program design to client stakeholders.
- Conducting meetings, giving presentations, and participating in discussions with client representatives, employee groups, etc. *(Both in-person and via virtual formats).*
- Ensuring all contract obligations are met for each assigned client.
- Working with the appropriate WellAdvantage departments on contract renewals and price quotes.
- Providing recommendations to client wellness teams to develop and/or nurture a culture of wellness.
- Creating customized communications to engage the client employee population as well as tracking program specific engagement and making adjustments as needed.
- Creating presentations, and giving presentations utilizing Microsoft Power Point.
- Making client site visits and attending client wellness events.
(Responsibilities may be added or modified based on department and company needs)

The ideal candidate will have:

- Minimum of AA Degree in health, wellness, wellness promotion, health education or similar, and/or focused population health promotion study.
- 2 or more years of experience working in a corporate setting.



- Ability to work effectively and cooperatively with internal staff to create an atmosphere of appreciation and respect.
- Demonstrated ability to develop and maintain an optimal client relationship through building trust and transparency
- Demonstrated ability to provide exceptional customer service and follow through, as well as the ability to anticipate issues and address them proactively.
- Experience working with various types of participants within a corporate or municipal environment.
- Ability to deliver effective and well-organized presentations to stakeholders.
- Excellent written skills to create customized communications to engage the client employee population.
- Proficiency in Microsoft Office Suite (experience with Power Point, Publisher and MailChimp is a plus).
- Exceptional communication and demonstrated people skills.
- Commitment to excellence, accountability, integrity and confidentiality.
- Creative energy, excellent organizational and time management skills, and working with a sense of urgency.
- Independent problem solving and decision-making.
- Ability to confidently interact with, and collaborate with, all levels of client organizations as a professional in the field.

Equal Opportunity Employer

WellAdvantage provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Reports To

Senior Director, National Accounts

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to communicate and hear. The employee frequently is required to type on a keyboard and answer the phone. The employee may occasionally be asked to lift to up to 10 pounds.



Position Type/Expected Hours of Work

This is a full-time benefit-eligible position with a Monday through Friday work schedule. Occasional hours outside of the standard work schedule may occur. This position is eligible for a remote work option.

Travel

Travel is required.