Sample Job Description #2:
XYZ Company (TEST COMPANY) – Health and Group Benefits Actuarial Analyst

The Company
XYZ Company (TEST COMPANY) is a leading global professional services company that helps organizations improve performance through effective people, financial and risk management. With 14,000 associates around the world, we offer solutions in the areas of employee benefit programs, talent and reward programs, and risk and capital management.

XYZ Company (TEST COMPANY) seeks to hire entry-level Actuarial Analysts into one of its major business segments: Health and Group Benefits. Health and Group Benefits consultants provide advice on the strategy, design, financing, delivery, ongoing management and communication of health and group benefit programs.

The Role
As an entry-level Actuarial Analyst, you will work beside some of the industry’s top consultants. You will have immediate exposure to client assignments which draw on your imagination and creativity as well as your ability to analyze data, draw conclusions and present results. These experiences will help build your technical knowledge and overall industry expertise while you benefit from one of the industry’s most comprehensive actuarial training and development programs.

Primary Responsibilities
- Build relationships internally and collaborate effectively on cross-functional teams
- Partner with consultants to provide actuarial support on client projects. Depending on your area of specialty this might include some of the following client projects:
  - Design, funding, pricing, implementation and management of a full array of health and group benefits programs
  - Competitive benchmarking analysis of benefit plan designs
  - Insurance pricing analyses to ensure that clients are competitive
  - Financial modeling
  - Actuarial and financial valuations in accordance with regulations
  - Development of insurance products
  - Corporate restructuring and capital enhancement initiatives (demutualization, securitization, mergers & acquisitions)
  - Performing asset/liability modeling
- Increase efficiency within client teams by identifying ways to improve processes
- Demonstrate natural ease and effectiveness when working with clients/colleagues at all levels
- Meet chargeable hours targets
- Contribute to sales and marketing efforts by supplying information for proposals
- Develop professional expertise by progressing towards qualification as an actuary
- Deliver on projects to meet or exceed client expectations

Qualifications
- Excellent oral and written communication skills
- Ability to work on several projects concurrently
- A leader; proactively takes initiative
- A problem solver; able to identify and solve challenges
- Analytical; able to draw conclusions from data in a logical, systematic way
- Results-driven; focused on achieving results that promote business success
- Team player; ability to work independently as well as in a team
- Experience using software/programming skills to analyze and solve problems
- Ability to demonstrate attention to detail and commitment to task
- Strong computer skills; Excel and Access experience preferred
- Recent Bachelors or Masters degree in actuarial science, mathematics, statistics, finance or any other major with significant quantitative course work with a minimum overall GPA of 3.0
- Work experience that demonstrates strong technical and/or client service skills (at least one actuarial internship preferred)
- Successful completion of one actuarial exam required; completion of two exams highly preferred