

Position Description

Position Title: MedBen Rx Analyst
Department: MedBen Rx
Position Location: Onsite
Position Classification: Salary, Exempt

Date: June 2026
Reports to: MedBen Rx Director

JOB SUMMARY

This position supports data analytics, reporting, formulary review, and auditing of MedBen Rx programs.

SPECIFIC DUTIES

- Create, analyze, and distribute management and client reports on a periodic and ad hoc basis
 - Monthly review of Key Performance Indicators (KPIs)
 - Utilization of various analytics tools
 - Distribution of Pharmacy Benefit Manager (PBM) reports
- Provide internal and external report data for use in presentations, guidance and troubleshooting, renewal work, plan design review, and research
- Maintain prescription formularies for all pharmacy benefit partners and clients including custom formularies
- Provide Request for Proposal (RFP) sales support
- Collaborate effectively with departments to support plan reviews and renewals
- Utilize pharmaceutical knowledge to research, benchmark, and recommend potential programs
- Complete analytics to support guidance in prescription drug program offerings, including plan design, customized formularies, prescription and pharmacy strategies, pricing, and potential savings
- Complete ongoing training and adhere to federal and state laws and regulations as well as all company policies and procedures
- Utilize Excel to complete effective data modeling
- Other duties as assigned

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Minimum 2 years or more of healthcare experience required with pharmaceutical field experience preferred
- Bachelor's degree in business, finance, healthcare or related field a plus
- Demonstrated level understanding of pharmaceutical terminology, formularies, authorizations, and prescription / pharmacy plan designs preferred
- Proficient Excel skills required (mastery of core formulas, including VLOOKUP, conditional formatting, standard chart creation, named ranges and data validation, multi-sheet workbooks, absolute vs. relative cell referencing)
- Intermediate-level computer experience of other Microsoft Office programs including Word, Outlook, and Teams preferred
- Professional verbal, written, and interpersonal communication skills with the ability to adapt and convey complex information based on the end user's needs
- Strong analytical, time management, and critical thinking skills
- Ability to work independently
- Committed to providing excellent customer service
- Successful candidates are comfortable performing a wide variety of tasks (administrative, technical, strategic, and analytical) in support of company goals and client objectives

SCHEDULE

Individual team member schedules vary in order to cover department hours of 8:30 am – 5 pm Monday – Friday. Due to high volume business need, this department has annual vacation blackout periods during the last two weeks of June and first of July plus the last two weeks of December and first week of January.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Manager Jill Evans at (740) 522-7382 or medbenhr@medben.com.

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