Aetna
Marketing/Communications Temp Position

We are looking for someone with great verbal communication skills, a detail oriented project manager and is proficient in PowerPoint and excel. This person would work out of the Hartford office.

Job description:
Manage Open Enrollment (OE) season for PayFlex customers. The responsibilities include, but aren't limited to, the following:

- Manage OE event requests. About 500 requests come in each year... most of the events take place during September – November. Such events are either enrollment meetings/fairs, or requests to give a presentation to a group of employees.
  - There is a variety of steps that go into one request, for example: touch base with Account Manager and customer contact as needed, make sure we have someone to attend, materials will arrive on site, the rep is prepared with plan details, etc.
- Lead a team of about 30 seasonal, temporary reps who help support our customer events during the OE season. Make sure they have what they need to properly support OE events and meetings.
- Create/update presentation slides, for presentation/webinar requests from AMs, sales team, customers, etc.

Timing:
We'd like the temp to start in **early June** and stay with us until about the **mid-October** time-frame.