

## Communication Analyst

Aetna Insurance Group – Hartford, CT

A Communication Analyst works in a team to develop effective, accurate and timely employee communication materials, strategies and work plans, and assists with project management and production coordination to support our clients' success. To fulfill this role, the Communication Analyst will:

- \* Write, review, edit and proofread employee communication materials including benefit, compensation and organizational change communications
- \* Coordinate internal, technical, legal and client reviews as appropriate, and resolve issues raised during the review process to ensure the accuracy and effectiveness of the materials
- \* Develop work plans and partner with more senior colleagues to develop communication strategies
- \* Project manage the design and production of communication materials
- \* Assist consultants and interact with clients on various projects.