IT - Associate Business Analyst , Insurance , Insurance - ALL Job

Employer Name: Hire IT People LLC

SpiderID: 12503672

Location: Chicago, IL, Illinois

Date Posted: 5/6/2022

Wage:

Category: Information Technology

Job Code:

Number Of Openings: 1

Detailed Job Description:  
  
3+ years of experience gathering and analyzing data and using data to make sound recommendations.  
  
Authoritative knowledge of MS Office (Word, Excel and PowerPoint); knowledge in MS Project recommended.  
  
Experienced preparing detailed PowerPoint presentations presented to C - Level audience.  
  
Demonstrated experience in gathering, documenting, analyzing and drawing conclusions on complex data and information.  
  
Experienced using Business Intelligence and Data Analytics tools. Tableau preferred.  
  
Experience taking information from many resources and consolidating into one system for analysis.  
  
Previous experience tracking project status.  
  
Experienced communicating technical ideas and messaging to a non-technical audience.  
  
Ability to create and run complex reports based on clients needs.  
  
Job Responsibilities:  
  
Supports the clients execution on Metrics and Measurements as well as Management System.  
  
Coordinate materials needed for clients Quarterly Business Review reports including aggregation of materials on a timely basis.  
  
Coordinates materials needed for quarterly Disclosure Committee reports including analyzing areas of focus, assigning content to the Technology Leadership Team and collects and aggregates materials on a timely basis.  
  
Drive execution of commitments and track against open issues handled by the Business Operations team across the technology organization.  
  
Assist in preparation of client leadership meetings, including collecting, creating, and facilitating inputs for these meetings.  
  
Assists in the logistics of the Technology Leadership Team meetings including scheduling and preparation of materials.  
  
Supports and partners with IT Communications, HR, and finance teams to organize and drive clients overall strategy with clarity and consistency including any ad hoc requests not outlined above.  
  
Minimum years of experience required: 4+ years

Start Date:   
  
  
Position Type: Contractor  
  
  
Years of Experience Required:   
  
  
Education Required: None  
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Sami Scott

Company:

East Brunchwick

New Jersey

08816

Web Site: