

## Automation Engineer

**Team:** Team reporting to Hank Mushinski

**VP:** Conor Elliott

**Reports To:** Hank Mushinski

**Collaborates With:** Project Managers, Client Services, Buying Teams & Senior Management

**Title Requirement:** All titles are eligible

### POSITION SUMMARY

We're looking for a sharp, detail-oriented **Automation Engineer** to join our new team dedicated to applying technology—including AI—to reduce manual effort across our most time-intensive, high-value workflows. In this role, you will play a critical part in transforming how the company interfaces with external vendors by building robust, scalable, and well-documented integrations. Your work will directly affect internal workflows, reduce manual effort, improve efficiency, and reduce error.

### RESPONSIBILITIES

- **Automate complex business workflows**, replacing manual processes with reliable and reusable systems
- **Collaborate with internal teams** to understand current interactions and gather requirements for automation opportunities
- **Develop full-scale integrations** with third-party vendor REST APIs using modern scripting or programming languages (e.g., Python, JavaScript)
- **Write clean code** with comprehensive tests
- **Produce clear documentation** for internal use and future maintainers
- **Monitor, debug, and continuously improve** automation pipelines to ensure long-term performance and reliability
- Serve as a **technical liaison** between business stakeholders and vendors to ensure seamless API integrations
- Other duties may be assigned as necessary to meet company needs

### KEYS TO SUCCESS

- Proficiency working with REST APIs (auth, pagination, rate limiting, error handling)
- Strong understanding of automated tests (unit, integration, end-to-end)
- Experience writing and maintaining documentation for technical workflows
- Excellent communication and stakeholder interviewing skills — you're comfortable asking the right questions and translating business needs into technical solutions
- Familiarity with task runners, schedulers, or workflow automation tools

Employees who are interested in learning more about this opportunity should notify **Ann Gray**.