

<b>Job Title:</b> Business Operations and Data Analyst	<b>Salary Band:</b> 5
<b>Full Time:</b> Yes	<b>Location:</b> Ft. Lauderdale
<b>Department:</b> Operations	<b>Company:</b> GIC

### **Job Description**

The business analyst will evaluate underwriting and policy related information and provide/create ad-hoc and recurring reports to assist with underwriting and policy related activities of the company. Will also serve as a liaison between underwriting and policy operations and IT on projects.

- Evaluate and reconcile policy related data for system conversion projects.
- Create and Maintain reports for business operations as requested and establish list of standard reports.
- Serve as project manager for conversion and other special data related projects.
- Examine and analyze policy and underwriting records for integrity to assess data accuracy, completeness, and conformance to reporting and procedural standards.
- Analyze business operations, trends, costs, and revenues to project future business operations needs and system enhancements.
- Other projects as required by management.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of underwriting and policy principles and practices and the analysis and reporting of this information.
- Excellent research skills and ability to clearly express and synthesize information.
- Demonstrated attention to detail.
- Excellent written and verbal communication skills.
- Identifies and resolves problems in a timely manner.
- Maintains confidentiality.

- Demonstrates high level of professionalism.
- Consistently at work and on time.
- Commits to long hours of work when necessary to reach goals or meet deadlines.

**Education/Experience:** Bachelor's degree (B.A.) from four-year college or university; one to two years experience in underwriting, policy administration.

**Computer Skills:** Individual should be highly proficient using internet software, and Microsoft applications including Word and Excel, SQL, Access and Report Writing software. Must have the ability to learn and use insurance industry software.