

ASSOCIATE DATA ANALYST

POSITION SUMMARY:

Quincy Mutual Group is looking for an Associate Data Analyst with strong analytical skills to be responsible for working with the Data Analytics team in the generation of data sets and reports in support of the Commercial Lines Underwriting Department. They will report to the Data Analytics Manager and lead the execution of various exhibits that are essential to the integration and communication of data and information to the Commercial Lines team.

The Associate Data Analyst will primarily be responsible for the aggregation and manipulation of large data sets for the primary objective of creating reports and insights into Key Performance Indicators (KPI's) for end-users within Quincy Mutual Group, mainly consisting of the Commercial Lines Management team, Underwriters, and Assistant Underwriters. This responsibility includes:

PRINCIPAL ACCOUNTABILITIES:

Data Querying & Manipulation

- Querying information using SQL from Quincy Mutual's internal data structure
- Manipulating data sets and creating efficiency gains within the querying structure as well as via software like Microsoft Access, Excel, etc.

Report Composition & Data Analysis

- Building reports and visuals with data using Microsoft Excel and other data visualization tools (e.g. Microsoft Power BI)
- Executing the regular reporting structure within Commercial Lines (reports generated daily, weekly, monthly, quarterly, etc.) but will also include ad hoc analyses in support of Commercial Lines and other Departments as demand entails.
- Identifying and implementing efficiency gains within the reporting process. This may include making improvements to the way current analyses are performed, removing reports that are not seen as valuable to the Company, etc.
- Analyzing final reports and providing summaries and action items to the Commercial Lines team

Other Responsibilities

- Time spent with Data Analysts and end-users of their work to further understand how data is used and where improvements can be made. Intended to improve processes overall as well as provide exposure and development opportunity.

Delivery, Productivity, and Entrepreneurial Spirit

- Displays effective time management in generating reports in a timely manner. Organizes tasks and work responsibilities to achieve objectives and meet deadlines.
- Exhibits a growth and continuous improvement mindset with the generating of reports and identifying efficiency gains

Business Insight & Communication

- Turns technical analysis into actionable insights
- Works with the Data Analyst team and Commercial Lines staff to gain insights into what end-users need to effectively perform in their roles

JOB REQUIREMENTS

EDUCATION:

Bachelor's degree in a Related Field – included but not limited to Math, Statistics, Computer Science, Actuarial Sciences, etc.

EXPERIENCE:

Entry level position

Demonstrated experience with Data Management and summarizing data and information to end-users a plus.

SKILLS:

- Understanding of relational database structures
- Proficient in Microsoft Excel for data analysis
- Experience/knowledge of SQL a plus
- Experience/knowledge of data visualization tools, such as Microsoft Power BI, a plus
- Strong time and project management skills
- Detail oriented to ensure quality and accuracy in produced work
- Oral and written communication skills
- Knowledge of other PC applications including Microsoft Office Suite, Power BI, or other data analytics software
- Interpersonal skills in working with Data Analytics team and Commercial Lines department staff.

On-site in office for training period and then hybrid schedule once fully trained.