

## Personal Lines Product Analyst I

### **POSITION SUMMARY:**

Quincy Mutual Group is looking for a Product Analyst with strong analytical skills to be responsible for evaluating personal lines product performance and making recommendations to our functional business areas to optimize product value, profitability and growth. The product analyst uses data analytics skills in the creation, optimization, and analysis of data sets and reports. They will report to the Product Development Manager and will lead the gathering and communication of business intelligence that is essential to achieving business goals for various territories and regional teams.

The Product Analyst will primarily be responsible for the optimizing, aggregating, and manipulating of large data sets with a primary objective of generating product insights for business and functional leaders within Patrons Oxford as well as providing information and data to address business issues raised by these various leaders. The Product Analyst has a background and understanding of personal insurance products and understands coverage analysis and comparisons to similar competing products. This role will also help to support the data needs of other areas of Quincy Mutual, including, but not limited to, Actuarial, Personal Lines Underwriting, Commercial Lines Underwriting, Accounting, Claims, and Marketing.

This position currently follows a hybrid work schedule, with three in-office days. Tuesday and Thursday are Company anchor days, and the third day will be worked out with your manager.

### **PRINCIPAL ACCOUNTABILITIES:**

#### **Optimization of Database Querying**

- Querying information using SQL from relational databases within the Quincy Mutual data structure
- Identifying ways to optimize the querying and reporting processes by leveraging tools like Scripts, Dashboards, and others in a Sequel Viewpoint environment, as well as software like Microsoft Access, Excel, etc.
- Perform basic to moderately complex ad-hoc data requests and respond to questions from various customers

#### **Report Composition**

- Building reports and visuals with data using Microsoft Excel and other data visualization tools (e.g. Microsoft Power BI)
- This role is responsible for regular business intelligence reports for stakeholders (reports generated daily, weekly, monthly, quarterly, etc.) but will also include ad hoc analyses in support of various areas of the Company (Personal Lines, Claims, Commercial Lines, Marketing, Accounting, etc.) as demand entails.

#### **Data Analysis**

- Analyzing final reports and providing summaries for easy understanding to the end-users of the given reports
- Able to take a complex analysis and communicate key takeaways to end-users

#### **Coverages and Policy Forms**

- Understand insurance products, policies, forms, endorsements, package bundling and all related terms
- Capable of comparing products across competitors and understanding meaningful differences in coverage provided

#### **Delivery & Productivity**

- Must be detail-oriented to ensure quality and accuracy in outputs.
- Display effective time management in generating reports in a timely manner.
- Organize tasks and work responsibilities to achieve objectives and meet deadlines.

#### **Business Insight & Analytics**

- Show the technical ability in being able to generate data analyses while having the knowledge to apply and translate the data output into meaningful business action for end-users

#### **Entrepreneurial Spirit**

- Exhibit a growth and continuous improvement mindset with generating, communicating, and driving action around business intelligence, identifying efficiency gains in the process
- Stays committed to finding opportunities for improvement and is open to new ideas and change over time.

#### **Communication & Relationship Building**

- Work with stakeholders and other Actuarial Department associates to gain insights into what end-users need to effectively perform in their roles
- Over time, will have the opportunity to learn more about the insurance industry for both improving processes as well as self-development including policy and form language and regulatory processes

### **JOB REQUIREMENTS**

#### **EDUCATION:**

Bachelors Degree in a Related Field – included but not limited to Math, Statistics, Computer Science, Finance, and Actuarial Sciences.

#### **EXPERIENCE:**

1-3 years as a Data Analyst or similar position

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

Experience in the insurance industry a plus

#### **SKILLS:**

- Understanding of relational database structures and the ability to efficiently query data from them
- Proficient in Microsoft Excel for data analysis
- Experience/knowledge of SQL
- Experience/knowledge of data visualization tools, such as Microsoft Power BI, a plus
- Experience/knowledge of Python, a plus
- Strong time and project management skills for timely and accurate reporting outputs
- 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