



EK Health Services, Inc. – Data Analyst

The Data Analyst will pull data from various sources to provide analysis of performance metrics for internal and external stakeholders. They will also analyze and compare data to help evaluate performance effectiveness and suggest possible improvements. The Data Analyst works closely with all department managers and Client Services to ensure that regular reporting and special requests are done in a timely, complete, and accurate manner.

Position Logistics: Exempt, Monday through Friday. Position location is flexible with EK agreement.

Responsibilities include, but are not limited to:

- Compiling regular departmental metrics and production reports
- Analyzing data for meaning and communicating results to the appropriate parties within our business context
- Extract, clean, transform, validate or model data with the purpose of understanding or making conclusions from the data for decision-making purposes
- Examining the unique needs and concerns of the business to develop relevant practices and procedures for preparing business reports
- Help to automate processes and develop quantitative business analytics
- Creating and executing queries utilizing various data sources to provide business information
- Identify relevant trends, do follow-up analysis, prepare visualizations in form of charts, graphs and tables
- Create tools and analyze data that help with team efficiencies, scalability and profitability
- Write data definition language or data manipulation language SQL commands
- Identify opportunities to enhance data integrity through database structure modifications
- Develop dashboards to track productivity and expedite remediation of issues
- Work on data mining and list creation for marketing initiatives and client communications
- Participate in designing and developing relational databases for collecting data
- Focus on solutions, dive into projects, quickly identify drivers in the data
- Participating in the development of new programs and service offerings based on analyzed data to meet client needs
- Participate in onboarding new business as part of project management team
- Other duties as assigned

Requirements:

- 2-5 years' experience in a data analyst role preferred
- BS degree or equivalent experience required in a business or related field
- Knowledge of managed care, healthcare or insurance related industry a plus
- Database and data management skills necessary to handle and synthesize information across multiple services lines and for internal/external stakeholders

- Ability to extract and analyze data, patterns, and related trends is needed, with subsequent ability to synthesize the data into information for senior business decision-makers
- Must be a self-starter; productive with minimal direction
- Excellent visual design sense regarding clear and accurate presentation of data

- Strong interpersonal and communication skills with a demonstrated ability to build relationships with all departments and levels of the organization.
- Advanced analytical and problem solving skills.
- Must be able to meet deadlines while maintaining a high level of professionalism and accuracy
- Advanced analytical and problem solving skills; need investigative mindset
- Proficiency with various software and technical tools (e.g. Excel, Access, SQL) required
- Project management skills a plus
- Occasional travel may be required
- Sit (approx. 60-90% of the time), stand (approx. 10-30% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.