



ENGAGING SOLUTIONS

*we answer to business™*

## EMPLOYMENT OPPORTUNITY

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### **Business Change Advisor (Entry Level Analyst)**

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The Business Change Advisor/Analyst is responsible for assisting the management within the business unit and the organization in bridging the gap between the current and desired business performance levels and balancing short-term business needs with long-term perspectives on success to ensure that our change journey produces desired results. Position is assigned to client location.

#### **Primary duties to include, but are not limited to:**

- Assist with building and supporting the company's change network.
- Communicates information from a variety of sources through newsletters, dashboards and presentations.
- Promotes benefits of function within region as well as throughout the company, creates databases to track business performance.
- Develops and analyzes business performance reports (e.g. for claims data, provider data, utilization data).
- Collects and analyzes data to create summary statistics of performance.
- Creates and publishes periodic reports as well as any necessary ad hoc reports.

#### **Minimum Requirements:**

- Requires a BA/BS degree Computer Science/Information Technology.
- 2-3 years of related experience in Healthcare or sale/marketing environment; or any combination of education and experience, which would provide the required equivalent background.
- Previous experience in business/system analysis.
- Basic knowledge of SQL queries and syntax.
- Experience and working in the Medicaid managed care and/or insurance industry is preferred.
- Excellent interpersonal skills are required.
- Excellent communications skills (verbal and written) is required with the ability to communicate with individuals from all types backgrounds and management levels.
- Extensive knowledge of and experience working with computers.
- Extensive knowledge working with software that includes but is not limited to Microsoft excel and other data management software.
- Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools
- Basic knowledge in generating process documentation

- Strong written and verbal communication skills including technical writing skills

**Core Competency**

- Analytical Skills
- Critical Thinking
- Effective communication skills (written/verbal)
- Interpersonal Skills
- Report development
- Technical knowledge of data management software
- Ability to interpret data
- Market analysis

Valid Driver's license and access to a motor vehicle with valid motor vehicle insurance required.

Engaging Solutions, LLC  
Equal Opportunity Employer (F, V, D) and a Drug Free Workplace

Applicants must submit to a Background Check and Drug Screen