



Data & Analytics

Analyst

FLSA Classification: Exempt

Work Environment: Office

Reports to: Data & Analytics Manager

Supervises: NA

Position Type: Full Time

Schedule: Mon-Fri - 9 AM - 5 PM

Last Reviewed: 4/3/2024

Essential Functions

Analysts are involved in every aspect of a client's life cycle, from sales, to quarterly presentations, to ongoing improvements and opportunities.

- Perform regular analyses to support the account management team in helping our clients understand the clinical, employee experience, and financial implications associated with designing and implementing a better pharmacy benefit for their employees
- Complete regular analyses (including financial models) that measure the savings our solutions generate for clients
- Develop compelling visuals and action-oriented stories that help clients and prospects understand their pharmacy spend
- Create member and physician communications using proprietary software
- Create and maintain databases and data feeds, and ensure data is usable and accurate
- Serve as the main engine of insight for our team, providing expertise and coordinating internal resources as needed
- Participate in product development activities
- Other responsibilities as assigned*

**This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

Requirements

- Bachelor's degree - natural science (e.g. biology, chemistry) or quantitative field (e.g. data science) preferred but not required
- Ability to handle multiple, competing priorities and projects
- Strong attention to detail and accuracy
- Proficient in Google and Microsoft Office applications (Sheets/Excel, Docs/Word, Slides/PowerPoint, etc.)
- This position requires a minimum two year commitment, and analysts are required to work in person in our headquarters in Norwich, VT.

Company Standard Requirements:

- Ability to work well with others in a collaborative environment
- Ability to get things done with resources you don't control
- Willingness to admit you don't know and ask for help
- Exhibit constant curiosity and a drive to problem solve
- Exhibit a desire to learn and grow on a continuous basis