

Business Data Analyst

BF&M Life Insurance Group is seeking an enthusiastic individual to join our Claims team as a **Business Data Analyst**.

The Business Data Analyst, Claims has primary responsibility to respond to requests for data involving claims incurred, claims paid, government statistics, operational reporting, sales and marketing, and administration of our self-insured accounts. The business data analyst will also provide information in support of activities and trends regarding local and overseas claims, claimants, groups, individual policy holders and benefit utilization.

Responsibilities include, but not limited to:

- Analyze special requests for information and design solutions to meet such requests; offer creative and/or alternative solutions for information requirements; process advanced requests for information which require complex logic, troubleshooting and problem solving skills independently
- Produce statistical and research data through use of various programming languages/ software packages. Investigate, recommend & assess new technologies and/or tools for potential use by the Department
- Utilize proven data mining techniques to explore business data, build data models to identify patterns and trends and deploy predictive models based on findings for both local and overseas claims
- Consistently strive to generate solutions that better current processes/procedures & increase department productivity
- Perform acceptance testing to support data integrity initiatives and future information requirements.
- Maintain data dictionary as required and develop Decision Support documentation as required.
- Develop an in depth working knowledge of the Life Company Claims environment and the methods of processing claims and collecting data for each of these plans.
- Assume lead role in team dynamics; liaise between the IS Department and the SMEs; design training plan for new Decision Support Staff; act as an expert resource for projects regarding Decision Support; act as a main point of contact regarding IT Change Requests concerning data management and reporting of claims information

Qualifications:

- Degree in Computer Science; Certification in Data Management and Business Studies or equivalent experience in the Industry; a minimum of five years related work experience;
- Strong Knowledge of relational database concepts and SQL
- Strong knowledge of the production of statistical research data and data warehousing concepts
- Superior capability in quantitative and statistical analysis
- Strong analytic and problem solving skills
- Excellent English communication skills - written and oral
- Desired soft skills include: autonomous, excellent PC skills, positive attitude, eager, enthusiastic, detailed oriented, flexible, adaptable, strong communication, writing skills, creative, innovative, committed to team goals, quick learner, multi-tasker, analytical

Interested applicants should apply in writing, with references, to:

*Vice President, Human Resources
BF&M Insurance Group*

*P.O. Box HM 1007, Hamilton HM DX
e-mail: bfmjobs@bfm.bm*

Deadline for application is October 25, 2012