

## Database Reporting Specialist

### Overview of Zenger Analytics

Zenger Analytics is a national leader at the interpretation, analysis, and visual presentation of complex and disjointed health data. Our clients differentiate themselves through their health analytics and deliver stronger cost management and more value-focused health and productivity strategies.

We are a highly entrepreneurial organization moving into a period of fast growth. Candidates must be willing to work in our fast paced environment where high performance required and rewarded.

### Description

Excellent opportunity for a experienced candidate having strong data management experience and an understanding of complex data relationships. This is an opening for a team player with a related college degree, technical certificate, and/or proven equivalent experience.

The successful candidate must have the ability to manage multiple projects in an intense, ever-changing production environment with demanding deadlines. The position sometimes requires the Analyst to perform data-entry as well as data maintenance. Above all, the candidate must be willing to learn how the data relates to our products, and to our business goals, in order to provide meaningful, insightful information.

Strong verbal and written communication, organizational, time-management skills are a must.

### Duties and Responsibilities

- Analyzes complex documentation and raw data to identify and process required information per product requirements
- Work with minimal supervision, independently making sound decisions ensuring products meet demanding deadlines and production/quality standards.
- Create effective process documentation; excellent time management skills; can multi-task effectively; detail-oriented
- Provide team leadership, participate in management and product meetings, and effectively and professionally represent the company/product in meetings with customers and clients
- Handles special projects and functions as assigned
- Other duties and responsibilities as assigned

### Qualifications

- Experience with data management processes
- College degree in computer science, informatics, or other related field
- Excellent English verbal communication and reading comprehension skills
- Fluency with Windows OS and +MS Office, incl. intermediate Excel experience
- Strong Internet research and analytical ability
- Leadership skills; past experience in management of small teams
- Professional, positive attitude and demeanor; team player

## Other Information

Location: Preferably in the Boston area

Salary: Commensurate with experience