



Data & Project Analyst Job Description

Location: Calgary

Department: Business Systems / IT

Reports to: Business Systems / IT Manager

Are you looking for a great place to build a career?

- MMI Insurance is an ambitious, growing company looking for people with the desire, ability, and experience to provide excellent customer service and product knowledge to our clients.
- We want people to excel as part of a team with a diversity of skills, talents, and backgrounds.
- For over 60 years, MMI Insurance has provided home, auto, farm, church, and commercial insurance in the province of Alberta. To learn more about our company and history, please visit: <https://mmiab.ca/about-mmi/>.
- If you share a passion for providing a great customer experience along with offering great products, and feel your talents, skills and knowledge fit one of our positions, we welcome your application!

What Does MMI Offer?

- Competitive salary
- An annual Bonus program
- A group benefits package fully paid for by MMI Insurance
- A group RSP with company providing matching contributions
- Training and career development opportunities
- Work life balance, with a 35-hour work week
- A hybrid work environment for many positions
- Competitive Vacation and Holiday benefits
- Paid Sick time and Personal Days benefits
- Recognition program for employees

Job Summary

The Data & Project Analyst develops and monitors data quality metrics and ensures business data and reporting needs are met. In addition, they play an important role in the planning, organizing and execution of insurance application projects. Considered our internal SME for Insurance applications. Strong technology, analytical and communication skills are must-have traits.



Job Responsibilities

Data Analysis

- Create a reporting system to analyze quotes, policies, and claims data.
- Deliver reports and data analytics as dictated by company executives.
- Create and update process flows for all departments.

System Administration

- Business Systems team lead for of the setup, administration, and implementation of Policy management systems and their continual improvements.
- Create and update best practices for processes in Finance, Underwriting, Data Entry, and Claims for stats management. • Address and troubleshoot issues within the system.
- Define standard practices and intended use cases for all insurance applications. Continue to actively align standardized practices

Insurance Applications Project Management

- Directly assist the Business Systems Manager with oversight and coordination of all insurance application projects.
- Work with internal business units to ensure proper distribution of education and documentation material for these projects and their intended outcomes.
- Work with the full scope of projects (planning, intended outcomes, delivery, budget, analytical support, and resource management)

IT Support

- Assist with the creation of standardized area for SOP's, training, and troubleshooting documents for end users.
- Assist the IT department with daily requests
- Be an active participant for resolution within the IT Service Management ticketing system

Knowledge, Skills and Experience

- Previous experience with data visualization tools (i.e., Microsoft Power BI) is required. (Minimum 2 years)
- Microsoft SharePoint Administration skills are required. (Minimum 2 years)
- Strong Microsoft Excel skills are required.
- Experience with insurance and finance related data analysis, statistical knowledge and data presentation skills will be considered assets.
- DBMS skills will be considered assets.
- A self-starter with the ability to work independently.
- Software development lifecycle fundamentals are strongly recommended.
- Strong problem-solving skills with the ability to simplify complex concepts.
- Well-developed project management, facilitation, and presentation skills.
- Strong interpersonal skills, the ability to work as part of a team and the ability to develop relationships across departments are integral to success in this position.

Working Conditions or Special Circumstances



- The work schedule is generally Monday-Friday, 7 hours per day, with a one-hour unpaid lunch.
- MMI Operates in a hybrid working environment (In office and remote working)
- Work interruption can be frequent in meeting the needs of clients and fellow team members.
- Physical requirements:
 - Computer use for up to 7 hours per day
 - Sitting for up to 7 hours per day

If you are qualified and interested, please Apply Today!

Please submit a cover letter and resume to: 2414@mmiab.ca