



Business Data Analyst

We have the following job opportunity in our **New York, NY** office:

Description

The Data Administrator will be part of FAIRCO, which is a primary insurance subsidiary of TransRe. As a member of FAIRCO, the Data Administrator will be responsible for handling all incoming data from FAIRCO partners and operations. This role will be managing data and working directly with stakeholders across Underwriting, Claims, Actuarial, IT and Accounting, including senior management. Responsibilities include, but are not limited to:

- Coordinating Premium and Claims data intake
- Maintaining and updating workflow processes
- Coordinating with Program Directors, IT, Claims and Finance as necessary
- Working with partners to reconcile data issues identified through FAIRCO's quality assurance protocols
- Working with IT and database specialists to understand our data needs, existing data sets and assisting in future development
- Coordinating all data requests from Legal, Program Administrators, Reinsurers, Risk Management, and others as the business requires

Requirements

- Proficiency in Microsoft Power BI
- Strong Data management skills
- Insurance industry experience is a plus
- Full competency in Microsoft Office suite
- Additional programming and data analytic skills a plus
- Experience working with both internal and external stakeholders at various levels
- Ability to be agile in a fast paced, constantly evolving environment

Work Schedule

TransRe is supportive of an agile work schedule, which may differ based on individual roles, your local office's practices and preferences marketplace trends, and TransRe's business objectives. This position is eligible for a hybrid work schedule with approximately 3 days in the office per week, with the remainder of the week remote.

Compensation

In addition to base salary, for this position, TransRe offers a comprehensive benefits package, paid time off, and incentive pay opportunity. The anticipated annual base salary range in New York for this position, exclusive of benefits, paid time off, and incentive pay opportunity is \$60,000 - \$85,000. This range is an estimate and the actual base salary offered for this position will be determined based on certain factors, including the applicant's specific skill set and level of experience.

This role is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime

Interested in applying for this role? Please visit our [Careers Page](#) to apply!