# Data Analyst
# Job Description

**EXPERIENCE:** Entry-level

**INDUSTRY:** Financial Services

**REPORTS TO:** Director, Data Analytics

**TYPE OF POSITION:** Full-Time, Exempt

**FLSA STATUS:** Exempt

**SALARY:** $50,000

## Company Overview:
**LifeTrends**® is a dynamic organization specializing in providing data analytics and product intelligence to the life insurance industry. Our team culture is founded upon the development and implementation of technology and processes that allow and adjust for rapid change and new information. We are seeking an entry-level data analyst to join our growing team in Austin, TX.

## Position Summary:
The **Data Analyst** supports LifeTrends by maintaining the integrity of our data on a client-facing, financial services-based website. This role also supports LifeTrends by completing ad hoc data requests specific to the needs of clients. As experience in the position increases, process improvement and innovation are welcome.

## ESSENTIAL JOB FUNCTIONS

- Using Microsoft Office products and our automated tools: gather, evaluate, and post life insurance product features and illustration data to the LifeTrends website.

- Perform data integrity audits to maintain data and website resources on a current basis.

- Research product changes; analyze reprices or newly launched products; and, provide high-level commentary of pricing changes.

- Work with cross-functional teams to suggest and implement enhancements to the LifeTrends website.

- Engage in training opportunities related to carriers' product suites to gain an understanding of life insurance products and the life insurance industry.

- Take an interest in why the data LifeTrends supplies is important to our clients and understand how our clients apply it to their business.

- Provide a tailored customer service experience to our clients when they submit requests for information and data.

**LifeTrends**®

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<u>REQUIREMENTS</u>

**EDUCATION:** A candidate who has completed a bachelor's degree in mathematics or related fields such as computer science, economics, etc., is preferred.

**KNOWLEDGE, SKILLS & ABILITIES:**
*Problem-solving:* Exhibits strong analytical skills. Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem-solving situations.

*Use of Math and Technology*: Is mathematically proficient in the areas of data analysis and visualization, descriptive statistics, and financial math. Adapts to new technologies. Possesses and keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity. Has knowledge of or is willing to learn Microsoft Excel and Access. Familiarity with programming and query languages such as Python, VBA, and SQL a plus.

*Customer Service*: Displays professional courtesy and sensitivity. Manages difficult or emotional customer situations. Articulates thoughts and ideas clearly. Meets commitments. Responds promptly to requests from internal stakeholders and external customers. Solicits customer feedback to improve service.

*Planning & Organization:* Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

*LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

*If you are interested in being considered for the position, please submit your resume online - [https://lifetrends.com/about/careers/.](https://lifetrends.com/about/careers/.)*

**LifeTrends**®