



Title: Data Analyst
Department: Administration
Location: St. Louis

Job Description

Mid-America Carpenters Regional Benefit Services is a third-party administrator that oversees multiple benefit plans for union carpenters and their families in Southern Illinois, Missouri, and Kansas. We strive to provide the best benefits to the most participants for as long as possible by providing extraordinary service, driving innovative approaches, and being deeply devoted to the Carpenters' Union, our participants, and our organization. The Data Analyst helps refine and review the business practices and rules of the organization as it relates to our Health & Welfare, Pension, Annuity and Vacation Funds. They are responsible for analyzing and understanding the organization's systems, processes, and business requirements to work closely with different departments within the organization to translate their needs into technical solutions.

Job Responsibilities

- Gather, analyze, and validate data to ensure internal processes meet operational requirements
- Create and maintain operational reports from multiple sources
- Develop and maintain deep understanding of rules and policies of each Fund
- Develop recommendations and assist in facilitating opportunities to optimize workflows
- Pull data and generate files for Year End Processing, Annual Audits, and other regulatory processes
- Create and maintain interactive dashboards to help track metrics

Basic Qualifications

- Minimum of 3 years of experience mining data as a data analyst
- Experience with Microsoft Power Platform, including Power Apps, Power BI, and Power Automate
- Ability to manage multiple tasks concurrently with competing deadlines
- Initiative-taking self-starter requiring minimal oversight and guidance
- Excellent critical thinking, creativity, communication, and analytical skills
- Experience with ERISA and Self-funded Employer Benefit Plans a plus
- Demonstrated success collaborating in a team environment
- Knowledge in Microsoft 365 products with advanced skills in Excel
- High comfort with a variety of technology platforms

Preferred Qualifications

- Minimum of 2 years' experience in SQL

Work Authorization

No calls or agencies please. The Mid-America Carpenters Regional Benefit Services will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

The Mid-America Carpenters Regional Benefit Services is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.