



Position Purpose

As the **Business Analyst** you will be responsible for providing business and systems support and consultation for a variety of projects and programs. You will act as owner and subject matter expert on database tool(s) and project systems. Related tasks include by checking accuracy of all data; developing reports on content; maintaining daily tool functionality and providing user support. You will also be involved in facilitating business process improvement, system development by identifying sources, researching best practice and assist in the designing and mapping process. You may help with the development/writing of proposals for new projects and participate in change management activities associates with process improvement.

Qualifications

- Broad knowledge of process improvement methodologies.
- Strong customer service background with an ability to communicate effectively across various skill levels within the healthcare industry.
- Proficiency in SQL queries and reporting using system data sources and query/reporting tools such as MS-SQL, Crystal Reports, Tableau among other business intelligence tools.
- Advanced knowledge in Microsoft Access and Excel-automated form based user interfaces, macros, queries and Visual Basic.
- Proficiency in MS Word and MS PowerPoint.
- Excellent verbal and written communications skills.
- Exceptional customer service skills.

Minimum Education & Experience

- Bachelor's degree, required.
- Four (4) years of process improvement, management consulting, change management, or related business experience.
- Healthcare experience, preferred.

HOW TO APPLY:

Interested candidates must note the position identified in the title line when applying for this position.

Please submit a resume, along with a cover letter (which should include salary requirements) to:

Lumetra Healthcare Solutions
550 Kearny Street Suite 300
San Francisco, CA 94108
careers@lumetrasolutions.com.

While we are grateful for all interest expressed in employment with Lumetra, only qualified candidates being considered will be contacted.

Lumetra is an Equal Opportunity/Affirmative Action Employer; Minority/Female/Disabled/Veteran