



<https://intscanada.com/job/business-configuration-analyst/>

## Business Configuration Analyst

### Description

For over 75 years, Medavie Blue Cross has been a leading health and wellness partner for individuals, employers and governments across Canada. As a not-for-profit organization, we proudly invest in communities to help address some of Canada's most pressing health care challenges. We are one of Canada's Most Admired Corporate Cultures, one of Canada's Top 100 Employers, Canada's Life & Health Insurer of the Year for 2021 and an Imagine Canada Caring Company.

Our 2,400 professionals work across six provinces, united by our shared values of being caring, accountable, responsible, innovative and community-minded. We're committed to ensuring our employees thrive in our award-winning, collaborative culture focused on ensuring health, wellness, and personal and professional growth through a variety of programs and support across our organization.

Together with Medavie Health Services, we are part of Medavie — a national health solutions partner with over 7,700 employees. Our mission is to improve the wellbeing of Canadians.

### Hiring organization

INTS Consulting

### Date posted

2023-07-14

### Job Title:

Business Configuration Analyst

### Department:

Client Solutions

### Competition:

86086

### Internal/External:

Both

**Employment Type:**

Full Time Permanent

**Location:**

Nova Scotia, New Brunswick, PEI, Newfoundland, Quebec, Ontario, Remote options available

**Salary:**

Competitive Compensation

**Reports To:**

Team Leader

**What's in it for you?**

What makes us an employer of choice? We provide a work environment where people are respected and fulfilled both professionally and personally through healthy relationships, work-life balance and meaningful work. And because we're in the health business – paid benefits and perks to keep you at your very best!

**Common goals and collaboration, that's what our team is all about, we offer:**

- A diverse team of colleagues with multiple fields of expertise
- A stimulating and flexible working environment
- Comprehensive health and dental plan that is 100% employer paid effective on your first day, providing wellness benefits, health resources and fitness center discounts
- An organization where we encourage personal learning and growth
- If getting involved in charitable causes is something you're passionate about, we support and offer plenty of opportunities to give back
- As a not-for profit organization we are dedicated to our purpose, we are

focused on health outcomes, not profit, both in our everyday work and we contribute the community.

As a **Business Configuration Analyst** on the New Business team, you will work with key business areas such as Sales, Implementation and IT, in the design of new benefit packages for configuration into the claims processing system. You will:

- Analyse benefit package requirements
- Provide feedback to stakeholders regarding feasibility and requirements for benefit configuration
- Enter benefit data on claims processing systems according to approved benefit structure

**As well, you will:**

- Set up new policies on applicable administrative systems
- Perform of all activities related to the onboarding of new groups, within established accuracy and efficiency performance targets; while working with multiple teams
- Analyze & respond to general and complex inquiries from members, internal/external stakeholders including brokers in a timely manner
- Maintain and update workflow/tools with appropriate documentation.
- Adhere to and interpret business processes in a timely manner;
- Act as key contact for the to support daily decisions and to provide recommendations for operational efficiencies.
- Troubleshoot all inquiries relating to Administration service issues;
- Demonstrate exceptional customer service

**What you need to succeed:**

- You have a post-secondary diploma or degree in business, computer science or related field; and/or equivalent experience (1-3 years)
- You have been successful in previous roles as Business Analyst or Data Analyst, Data management, Query writing and optimization
- You have experience with Discoverer, SQL, data analysis, PowerBI
- You are a problem-solving master; you understand client needs and learn

quickly how to get the best results

- You are detailed oriented person, you like the little details with the big picture in mind
- You are a good communicator – you are a clear, concise, and friendly but know how to communicate to different audiences such as clients, members and internal stakeholders.
- You are customer oriented, innovative. You lead with 'positivity;' you are here to help
- You are accountable for your work and our client’s experience
- You provide excellent customer service
- You are positive, collaborative and open to new ways of doing things
- You enjoy learning and sharing your knowledge

#CBM1

#LI-HB1

**We are an Equal Opportunity Employer.**

Medavie Blue Cross strives to foster a culture where everyone is enabled to achieve their full potential – a culture of diversity, equity and inclusion (DEI) where we live our values every day in the way we treat each other, our members and the communities we serve. Accessibility is a top priority.

For applicants with disabilities, we provide accommodations throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Medavie Blue Cross Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.

**Job Segment:** Data Analyst, Data Management, Business Analyst, Computer Science, Claims, Data, Technology, Insurance