

Reporting Analyst

Are you looking for a **career**, not just a job?

At Custom Design Benefits, we are a team built with CARE – Commitment, Accountability, Respect & Integrity, and Excellence. We are a third-party administrator who manages healthcare benefits for our self-funded clients.

Tasks:

- Produce data in a variety of formats including electronic files, reports, and spreadsheets to maximize efficiency using various reporting tools.
- Design and create reports using tools such as Microsoft Excel.
- Generating, updating, creating, modifying and validating reports in Cedargate Plan Analytics, Template Manager, Sequel, VBA and other systems as requested.
- Create efficiencies and ease of use initiatives for all reporting data.
- Design and create ad hoc reports to meet customer and broker needs.
- Collaborates regarding reporting design and development to support internal and external stakeholders.
- Other duties as assigned.

Our Ideal Candidate:

- Achiever
- Critical Thinker
- Problem Solver
- Positive
- Reliable
- Self-Starter
- Team-Player
- Excellent Communicator

If you are interested in applying for the position, please send your resume to careers@customdesignbenefits.com