

SISCO Business Analyst

Riggs, Counselman, Michaels and Downes (RCM&D), one of the world's largest independent insurance firms, is seeking a Business Analyst for its SISCO division in Towson, Maryland.

Qualifications:

High School Diploma or equivalent, college preferred, must possess strong interpersonal skills in leadership and communication, strong organizational skills, client service oriented, excellent written and oral communication skills, Computer skills to include Microsoft Office applications with emphasis on Excel.

Duties:

- Data Entry
- Running and distributing statistical reports and graphs from claim processing software
- Training new users on claim processing software
- Training clients on SISCO applications for reporting claims and statistical reports
- Respond to client inquiries and requests
- Verification of data in newly developed reports
- Coordination of data with other departments
- Works with application architect in development of reports and processes
- Sets up new users in software applications
- Makes improvement recommendations to management

Physical Demands Required to Successfully Perform the Essential Job

Duties:

- Ability to lift 20 pounds
- Repeated use of sight to read documents and computer screens
- Ability to sit for long periods of time
- Repeated use of hearing and speech to communicate on telephone and in person

- Walking, bending, sitting, reaching and stretching in all directions
- Repetitive hand movements, such as keyboarding, writing and operating calculator

RCM&D/SISCO offers flexible scheduling, competitive compensation and excellent benefits. Interested candidates should send a resume and cover letter with salary requirements to Giovanna Vogel at gvogel@rcmd.co. RIMED/SISCO is an equal opportunity employer.