

Lawley

INSURANCE | EMPLOYEE BENEFITS

APPLICATIONS ANALYST (Applied Systems/EPIC)

Position Focus:

- Collaborate with Applied Systems/EPIC users and IT Team to improve functionality and analyze business needs of Applied Systems/EPIC throughout the Insurance Agency
- Design and document applications business processes/procedures as well as collaborate with EPIC training Team
- Assess, troubleshoot and offer solutions regarding the effective utilization of Applied Systems/EPIC
- Evaluate business processes, anticipating requirements, uncovering areas for improvement and developing and implementing solutions
- Effectively translate end-user reporting requirements
- Assist with testing upgrades to ensure agency's primary applications are fully operational
- Monitor and maintain EPIC security, permissions and other needed aspects of Applied Systems/EPIC
- Assist with sourcing, research and evaluation of new software applications to enable the organization to increase revenue and work more efficiently
- Act as a resource and mentor across the agency
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of 3 years of experience in a similar or related applications position
- Bachelor's Degree in a related area, or higher
- Ability to discern and understand business needs; project management experience preferred
- Analytical mindset and incredible problem solving skills!
- Experience in Applied Systems/EPIC, database management highly preferred
- Advanced Excel skills - proficiency with MS Word and Outlook
- Experience with enterprise level business applications and ability to understand the relationship of our support applications
- Ability to work well independently, and collaborate with teams and Divisional leaders
- Ability to travel to user group conferences, approximately 4 times a year
- Demonstrated attention to detail and organizational skills
- Positive attitude, even in a fast paced environment
- Excellent communication skills, even under time constraints



What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision-- the works!) including Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30; Lawley is not a call center environment
- Work hard, play hard!!!

Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.