

BerkleyNet is currently seeking a Data Analyst for our Woodbridge, VA office. This position is responsible for supporting the Actuarial group by preparing data, generating required reports, and assisting in the maintenance of the predictive analytics tools.

Specific Responsibilities Include:

- Assists in the extracting of data and processing of assigned work products, which may include rate change proposals, assembling of analysis exhibits, and processing of other data for analysis.
- Prioritize work assignments; plan, organize and complete work within established timeframes; also exhibit flexibility to accommodate changes in priorities; potentially work on multiple projects simultaneously
- Collaborate with the Finance Department in the preparation of monthly, quarterly and annual financial statements, and other required reports.
- Assist in the development and maintenance of predictive modeling tools; contribute to the implementation of tools; educate users on how to properly utilize tools
- Incorporate automation into current and future processes to enhance efficiency

Knowledge, Skills and Abilities:

- Bachelor's degree or higher in mathematics, actuarial science, statistics, economics, or related field is required.
- Self-motivated team player who excels in a collaborative environment.
- Strong sense of personal accountability.
- Contributes beyond job role and responsibilities.
- Excellent analytical and problem solving skills.
- Software proficiency with:
 - Statistical Analysis packages like R or SAS
 - MS Office products: Excel, Word, PPT
 - Programing languages: SAS, SQL, C++

Please submit resumes to: Joe Hruzek at jhruzek@Berkleynet.com