

TITLE:

Business Analyst - Data

REPORTS TO:

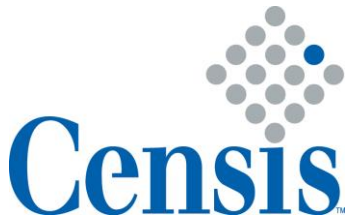
Director of Business Services

POSITION SUMMARY:

The **Business Analyst – Data** is responsible for various data processing related duties in the Business Services department. This encompasses start to finish data facilitation and validation in an organized and systematic approach. The Business Analyst will review data provided by our clients and format that data for upload into our CensiTrac system. This effort involves using Microsoft Excel, including the use of VLOOKUP, formulas, and other data tools. Additionally, the Business Analyst – Data will be involved in internal business process review as it relates to this area and document methods to improve our customer implementations, internal processes and procedures. The position requires attention to detail, high energy, critical analysis, great organization skills, and the willingness to work in a dynamic atmosphere.

SPECIFIC RESPONSIBILITIES

- Review initial customer data for client remediation, provide feedback to customer and communicate detailed data processing steps to Implementation Specialists performing data work
- Perform translation and validation of customer provided data using Excel and other tools into templates designed for upload into CensiTrac
- Act as a decision maker to ensure the data in CensiTrac will provide the best software outcomes for the customer
- Manage the data portion of the implementation working jointly with Project Managers to deliver customer data complete, accurate and on time
- Work jointly with other departments on internal and external data projects
- Design and conduct data training programs for new hire training on data conversions or other data related projects
- Evaluate and develop training materials such as outlines and processes
- Perform additional data tasks for ad hoc and data optimization projects
- Perform other project work as assigned by the manager



QUALIFICATIONS:

Required

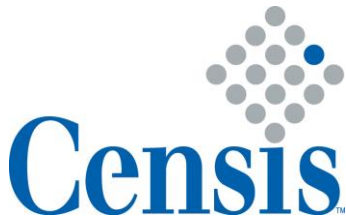
- At least 2 years working with Microsoft Excel, including the use of VLOOKUP and other formulas
- An understanding of hospital instrument terminology
- An understanding of hospital sterilization procedures, standard working practices, workflow, structure and politics

AND

- Must have a high attention to detail and take an organized approach to data review and validation
- Capability to prioritize tasks and manage time efficiently to meet deadlines
- Effective organization skills and ability to multi-task
- Must be a passionate, energetic, self-driven individual with a “hands-on” approach and “can-do” attitude
- Excellent communicator with the ability to build rapport with and effectively engage customers and learners with varying skill levels
- Exceptional presentation skills, strong verbal and written communication skills
- Ability to learn quickly, thoroughly and in detail
- Ability to see the strategic perspective and to then identify the tactical steps needed to complete the work
- Have the experience, confidence and positive approach to bring fresh perspectives that contribute to advancing the corporate goals and objectives

Preferred:

- Formal training in a medical related field is a plus (nurse, sterile processing, surgical technician, etc.)
- Experience implementing systems, preferably CensiTrac, in healthcare environments
- A bachelor's degree in a related field (medical, business, etc.)



Censis Technologies, Inc.
830 Crescent Centre Drive
Suite 610
Franklin, TN 37067

615-468-8000
888-877-3010 toll-free
615-468-8003 fax
www.censis.net

About Censis Technologies

Censis Technologies based in Franklin, Tenn., is the industry leader in surgical instrument and asset management software. Censis offers multiple solutions, including CensiTrac, which is a highly advanced, web-based software system focused on maximizing OR throughput and regulatory compliance. Censis Technologies' software is deployed in hundreds of hospitals in the United States, Canada, and Australia.

To apply, please email your resume to careers@censis.com.