

# Instec

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**LOCATION:** Naperville, IL

**WEBSITE:** [www.instec-corp.com](http://www.instec-corp.com)

**POSITION:** Associate Insurance Analyst

**SUMMARY:** Associate Insurance Analysts typically work on an application team, developing and supporting INSTEC's Quicksolver products and its customers. They work closely with other business and technical staff of varying levels and work on tasks that are simple and well defined.

Associate Insurance Analysts typically work under close supervision and have no supervisory responsibilities. They report to their respective Team Leader who also manages the day-to-day activities and resource assignments within the team.

Associate Insurance Analysts may not be directly involved in all areas below and may be assigned other tasks as needed.

## **RESPONSIBILITIES:**

- 1) Insurance Analysis
  - Research and understand simple changes being made for base product features, bureau changes or customer development projects. This may include working directly with the bureaus and/or customers to address questions that arise.
- 2) Specifications
  - Complete written assessments/specifications defining programming changes needed to implement simple changes including forms and related Inform work
  - Navigate through and understand specifications completed by others
- 3) Testing
  - Execute test plans created by others
- 4) Release Management
  - Complete routine tasks and documentation associated with INSTEC's software development life cycle
- 5) Other
  - Present and participate in team meetings, spec review meetings and business meetings
  - Complete work following established standards and procedures, communicating information as necessary

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Good analytical skills
- Good written and verbal communication skills
- Fast learner
- Confident
- Able to work under pressure to meet project deadlines
- Team player
- Basic knowledge of INSTEC's software development life cycle

## **EDUCATION AND TRAINING:**

- Bachelor's degree is preferred
- Prior work experience in insurance or associated industry is a plus but not required

If you have an interest, please email your resume to Barb Tichy at [btichy@instec-corp.com](mailto:btichy@instec-corp.com).