Analyst I
Clinical & Technology Services
Full-Time, In person
Tallahassee, FL

Summary of Position
As an Analyst I, you will be responsible for collecting, analyzing, and interpreting data to support business decision-making. This role requires strong attention to detail, critical thinking skills, and the ability to communicate complex information effectively.

Principal Duties & Responsibilities
- Research and transfer data from Medicaid pharmacy websites into computer files or database systems
- Maintain several databases of Medicaid information by regularly and accurately entering data such as drug utilization, drug pricing, contacts, enrollment etc.
- Collect and analyze data to identify trends and patterns
- Develop and maintain databases to store and organize data
- Verify data by comparing it to source documents
- Perform regular backups to ensure data preservation
- Monitor changes in Medicaid policies and regulations
- Retrieve data from the database or electronic files as requested from internal executives

Educational and/or Experience Requirements
- Bachelor's degree
- Strong analytical and research skills
- Proficiency in Microsoft Word and Microsoft Excel
- Ability to work independently and collaboratively in a team environment
- Excellent written and verbal communication skills
- Detail-oriented and able to manage multiple tasks and deadlines effectively

Commitment to Diversity
Artia Solutions is committed to creating a diverse and inclusive workplace. We encourage candidates from all backgrounds to apply, and we strive to provide a work environment where everyone feels valued and respected.

How to Apply
Please email you resume and cover letter to careers@artiasolutions.com. Be sure to highlight your relevant experience and why you're a great fit for this role. We look forward to reviewing your application!