

Career Opportunity



WHO IS ACCERTA

Accerta is a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for Canada's government and social services agencies. Our targeted experience and innovative technology provide cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

ABOUT THIS OPPORTUNITY

Come work with us! Accerta is seeking a full-time permanent Market Analyst and Reporting Specialist. As a vital member of the Business Development team, you will be accountable for assessing opportunities to grow Accerta's social enterprise, identifying and managing business risks, market research and environmental scans. You will also be responsible for cross-jurisdictional analysis, developing and delivering reports, dashboards and presentations and defining business needs and requirements.

You will report to the Director, Business Development.

ACCOUNTABILITIES

- Undertake environmental scans, cross-jurisdictional analysis, SWOT analysis, market scans, and other standard tools to assess the current market and identify opportunities to grow Accerta's social enterprise
- Analyze performance metrics, operational milestones, and program data to produce monthly, quarterly, and annual reports for customers and internal decision-makers
- Contribute to the evolution of Key Performance Indicators and scorecards to track progress toward key business, social and environmental objectives and use these data to identify opportunities for improvements.
- Support new customers by ensuring that contractual and business requirements are accurately reflected in plans to transition customers to Accerta
- Contribute to the evolution of customer dashboards to facilitate information sharing with customers and across the company

How to Apply

Via [Indeed.ca](https://www.indeed.ca) or e-mail to the attention of the Manager, Human Resources at recruit@accerta.ca.

www.accerta.ca

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- Collaborate with internal and external decision-makers to develop standard and customized reporting suites to support customers' ongoing information needs and help them transform their social assistance programs.
- Collaborate with management in the development of internal training programs
- Make presentations to clients, stakeholders and management
- Contribute to a better understanding of Accerta's diverse stakeholder community
- Other duties as assigned

WHAT DO YOU NEED TO SUCCEED

Must Have:

- University degree, Bachelor of Commerce or MBA would be an asset
- 3 - 5 years experience as a market analyst, business analyst or equivalent experience
- Strong analytical and critical thinking skills
- Excellent written and oral communication skills (including presentation skills)
- Knowledge of diverse business processes and applications
- Ability to apply judgement and clear direction in a dynamic and ambiguous environment,
- Well developed analytical problem solving and decision-making skills
- Proficiency with entire Microsoft Office Suite
- Knowledge of PowerBI, Microsoft Dynamics and SharePoint are an asset
- Results oriented with proven track record of delivering to deadlines, able to multitask and prioritize a wide range of tasks with an understanding of the big picture and inter-dependencies across systems and projects
- An enthusiastic team player who enjoys sharing knowledge, experience and ideas, and is open to the ideas and input of others
- Self-motivated and able to work independently with a willingness to take ownership and responsibility

WHAT'S IN IT FOR YOU

- A permanent position with a competitive salary package and easily accessible downtown location
- A competitive benefit package that includes a DB Pension Plan and Health Care Expense Account (HCEA)

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- Opportunities to increase your earnings through performance-based incentive programs
- Growth opportunities in a company that promotes from within
- Time off to volunteer in our community
- Hybrid working environment

HOW DO I APPLY

We accept applications submitted via [Indeed.ca](https://www.indeed.ca) or via e-mail to the attention of the Manager, Human Resources at recruit@accerta.ca.

COVID-19 VACCINATION

All AccertaClaim Servcorp Inc. & Accerta Services Inc. employees are required to be fully vaccinated as a condition of hire in accordance with the Company's Mandatory Vaccination Policy.

INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT

Accerta is an equal opportunity employer and committed to fostering diversity and inclusion in the workplace. We are committed to fair employment practices and all qualified applicants will receive consideration for employment. We offer accommodation for applicants with disabilities, as required throughout the recruitment process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To request accommodation, please contact accessibility@accerta.ca.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including criminal records check, judicial matters check, vulnerable sector screening and employment reference check.

To learn more about us please go to: www.accerta.ca

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