



Junior Analyst

Role Summary:

TEAM (www.teamemployer.com) is a national leader in providing outsourced household employment services. We are looking for a Junior Analyst to support our rapidly growing company. This role will provide cross-departmental support to TEAM's business-critical applications, ensuring data integrity, and providing thorough and accurate analytics on TEAM operations. The ideal candidate is detail-oriented, analytical, comfortable learning new systems, and enjoys working in a cohesive team environment. This position will report directly to TEAM's Business Systems Analyst.

What you will do:

Provide thorough and accurate analytical support to TEAM's operational departments

- Assist with data entry in key business applications
- Prepare reports for internal and external stakeholders
- Perform routine data analysis on key performance metrics
- Conduct and analyze a variety of operational audits
- Assist in influencing TEAM's operational and system processes from a tech-enabled perspective

Job Qualifications:

- Demonstrated comfortability with technology and learning new systems.
- Advanced knowledge of MS Excel and/or Google Sheets including experience with lookup functions and pivot tables.
- College-level coursework in Computer Systems, Data Science, or related field is highly desired but not required.

Attributes we are looking for:

- Team player: Collaborates effectively with peers and shows up with a teamwork mentality.
- Accountability: Possesses a sense of ownership to tasks and delivers results with a high degree of attention to detail.
- Organization: Capable of managing multiple tasks or projects simultaneously
- Judgment: Consistently makes wise decisions in the face of competing priorities
- Learning and growth: Pursues understanding of systems and processes; asks questions proactively to ensure understanding.
- Communication: Exercises strong written and verbal communication skills.
- Resourcefulness: Tackles new challenges through learning, creativity and persistence.
- Humility: Exhibits empathy for others and asks for help when needed.
- Technical Skills: Experienced with MS Office (Word, Excel) and Google Suite.

About TEAM

Founded in 2003, TEAM Risk Management Strategies is the leading provider of outsourced payroll, human resources and risk management solutions to special needs trusts and other fiduciaries. By serving as the employer of record, TEAM protects those who employ caregivers and other service providers from employment-related risks and assumes the hassles of employee administration through workplace insurance and liability coverage and compliance with evolving employment law. We pride ourselves in providing fanatical customer service across all 50 states in partnership with hundreds of financial institutions, including many of the nation's largest banks. We maintain a high-performing, collegial and fun-loving culture underscored by frequent team celebrations, office hijinks and a common passion for the beneficiaries, caregivers and the fiduciaries we serve.

Location: San Diego, CA.

Job type: Full-time.



Benefits: Medical, dental and vision plan, wellness program, learning development program, company-sponsored life insurance and long-term disability coverage and 401(k) participation. Weekly massages and daily in office catered lunches. Gift matching, volunteer time off, and Employee Assistance Program.