

## Product Analyst I

This position currently follows a hybrid work schedule, with three in-office days. Tuesday and Thursday are Company anchor days, and the third day will be worked out with your manager.

### **POSITION SUMMARY:**

Quincy Mutual Group is looking for a Product Analyst with strong analytical skills to be responsible for evaluating personal lines product performance and making recommendations to our functional business areas to optimize product value, profitability and growth. The product analyst uses data analytics skills in the creation, optimization, and analysis of data sets and reports. They will report to the Product Development Manager and will lead the gathering and communication of business intelligence that is essential to achieving business goals for various territories and regional teams.

The Product Analyst will primarily be responsible for the optimizing, aggregating, and manipulating large data sets with a primary objective of generating product insights for business and functional leaders within Patrons Oxford as well as providing information and data to address business issues raised by these various leaders. The Product Analyst has a background and understanding of personal insurance products and understands coverage analysis and comparisons to similar competing products. This role will also help to support the data needs of other areas of Quincy Mutual, including, but not limited to, Actuarial, Personal Lines Underwriting, Commercial Lines Underwriting, Accounting, Claims, and Marketing.

### **PRINCIPAL ACCOUNTABILITIES:**

#### Job Knowledge

- Query relational databases using SQL and tools such as Sequel Viewpoint to extract data for analysis.
- Optimize data-retrieval and reporting processes via scripting, dashboards, and Microsoft Access/Excel.
- Build and maintain regular business-intelligence reports (daily, weekly, monthly, quarterly) and perform ad-hoc analyses for various stakeholders.
- Demonstrate solid understanding of personal lines products—policies, forms, endorsements, package bundling—and compare coverage against competitors.

#### Business Insight and Analytics

- Analyze data outputs, distill complex analyses into clear summaries, and highlight key takeaways for end users.
- Translate analytical findings into meaningful business actions, informing rate, coverage, and product-development decisions.
- Support specification development and testing of Personal Lines product changes as needed.
- Exhibit a growth mindset by proactively identifying efficiency gains in reporting and analysis processes.
- Act as a key advocate for leveraging data to drive informed decision-making and foster continuous improvement.

#### Delivery & Productivity

- Ensure high accuracy and quality in all outputs, displaying strong attention to detail.
- Manage multiple deadlines effectively, organizing tasks to deliver reports and analyses on time.

- Exhibit an entrepreneurial mindset by continuously seeking process improvements, including Python-based automation.

#### Communication, Relationship Building & Teamwork

- Build strong relationships with stakeholders across Actuarial, Underwriting, Claims, Marketing, and Accounting to understand data needs and deliver relevant intelligence.
- Present findings and recommendations clearly, both verbally and in writing, to technical and non-technical audiences.
- Collaborate with the Data Analytics team to refine queries, dashboards, and BI tools.

#### Judgment

- Exercise sound decision-making when prioritizing ad-hoc requests versus recurring reporting commitments.
- Determine when to escalate data-quality issues or seek additional context from subject-matter experts.

### **JOB REQUIREMENTS**

#### Education:

- Bachelor's degree in Mathematics, Statistics, Computer Science, Finance, Actuarial Science, or a related field preferred.

#### Experience:

- 1–3 years in a data-analysis, business-analysis, or similar role.
- Prior experience in the insurance industry is a plus.

#### Skills & Competencies:

- Proficient in SQL and relational database querying.
- Advanced Excel skills and experience with data-visualization tools (strong proficiency in Power BI or Tableau required, knowledge in both a plus).
- Familiarity with Python for data automation is advantageous.
- Strong project-management and time-management capabilities.
- Excellent oral and written communication skills.
- Collaborative approach and strong interpersonal skills.

**Salary Range:** \$80,000 – \$85,000 per year. This range is a good faith estimate which reflects the annual salary we reasonably expect to pay for this specific full-time position at the time of posting. The actual salary offered will be based on several factors including the candidate's experience and qualifications.