



Job Description

Company:	MDN Labs IKE
Location:	Filopoimenos 36-42, 26221, Patras, Greece
Job Title:	Junior Operations Analyst
Reports to:	Head of Operations

SUMMARY

The Junior Operations Analyst reviews the operations of the company and uses this information to develop recommendations and changes to enhance the organization's overall efficiencies. The Junior Operations Analyst collects this information by looking at workflows, reviewing company reports. Once they've gathered all the necessary data, they use it to strengthen the overall operations of the company.

The Junior Operations Analyst collaborates with managers and department heads to ensure a smooth transition of the operation.

MAIN DUTIES

- Deal with clients using the Company's IT platforms, understand any problem encountered and/or change required and liaise with the IT department to solve them
- System data entry – insert data into our IT platform when required
- Understand business requirements and system procedures, and report/liaise with the IT department for IT system implementations
- Perform IT platform tests to ensure new procedures and implementations work correctly
- Create IT platform implementations/procedures documentation
- Preparation of IT platform manual/s
- Demonstration/presentation of the Company's IT platforms to clients
- Direct communication with the Company's Clients
- Compiling of County Risk Commentary Reports



SKILLS

- Communication to collaborate with colleagues and clients
- Problem-solving skills to find multiple viable solutions for a challenge
- Computer skills to use various programs
- Analytical skills to process large amounts of data
- Critical thinking to determine what data and information is useful for the task
- Good knowledge of computer systems
- Good knowledge of Office tools
- Accuracy and precision
- Quick learning of new IT systems
- Knowledge in Finance / payment processing
- **Knowledge of Re-Insurance underwriting and brokerage of surety bonds**

KEY COMPETENCIES

- Communication Skills
- Attention to Detail

QUALIFICATIONS

- Proficient in Microsoft Office
- Public Speaking / Presentation Skills
- **Fluent in German language**

DATE POSTED

- September 2022

CONTACT DETAILS

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