



November 20, 2019

BUSINESS OPERATIONS SPECIALIST/ANALYST

THIS IS US.

Speak is an innovation leader in payment solutions with several divisions.

Speak Health: benefits, incentives, and rewards (disbursement and redemption) for Medicare Advantage plans, Medicaid programs, Commercial programs, and employers

Speak Engage: directed spend for suppliers and brands looking to direct marketing funds back into their brands

Speak Care: physical and digital delivery of disaster relief aid and recovery supplies for nonprofits

IS THIS YOU?

We're looking for a Business Operations Specialist/Analyst who can take a vision and transform it into reports that are easy to understand. Can you tell stories with data? If this is you, you're all about infusing excitement into reporting to clients and internal stakeholders. You thrive collaborating with cross-functional teams on data analysis. Working with clients, customer service, and technical teams to manage and update key product tools is right up your alley.

THE ROLE

If the above sounds like you, read on for additional Business Operations Specialist/Analyst responsibilities.

- Develop and execute testing plans for new program launches

- Analyze program reporting on a monthly basis and communicate with Client Managers

- Build consolidated program reporting rollup for leadership and clients

- Determine trends using transaction data

- Provide ad-hoc reporting as needed

- Assist with customer service

SKILLS + REQUIREMENTS

- Extremely well organized

- Strong communication skills

- Proficient in Excel and Access

- Understands Walmart item files

- College degree

BENEFITS



PTO/ holidays

Health insurance

401K

Healthy living benefits

Bonus

CULTURE

Speak's culture values working hard, giving back, having fun and staying open to new ideas. At our core, we're all about people—hiring the best talent and making our clients and partners feel special. We're small, energetic, and growing, so you'd have the opportunity to stand out and shine. You could count on us to help develop your skill set and take your career to new heights.