

Operations Analyst

At Vizance, we are always moving forward, with an attitude of true partnership among our fellow associates, our clients, our insurance company partners and our communities.

“Vizance” is a unique name that we created. It means “*moving forward*” and is pronounced VIZE-ense (combination of Vision and Guidance). The name embodies our vision: To be the leader in associate loyalty and client relationships.

WHY JOIN VIZANCE?

Vizance has over 180 associates in 13 locations throughout Wisconsin, and is among the top 1% of all insurance agencies in the United States, based on agency revenue. We have earned several awards, including Top Workplaces, Best Places to Work, Future 50, and Fastest Growing Firms, and we are proud to be a Minority-Owned Business Enterprise (MBE).

Vizance is adding an **Operations Analyst** to our home office in Hartland. Our rapid growth has necessitated this new position, which is largely focused on providing Systems and Technology support to our associates and clients. No insurance knowledge is needed; this is an ideal role for someone looking to begin a new career!

WHAT YOU WILL LIKE ABOUT BEING AN ASSOCIATE AT VIZANCE

- Competitive total compensation package
- Comprehensive benefits including medical, dental, vision, life, and disability insurance
- 401(k) match
- “Associate First” culture with multiple events throughout the year
- A supportive team environment that celebrates success and offers opportunities for growth
- Security of working for a stable, independent agency with a strong history of growth

WHAT YOU WILL DO AT VIZANCE AS AN OPERATIONS ANALYST

- Become an expert in our Client Management System and other cloud-based programs
- Participate in data conversions
- Lead process improvement initiatives
- Serve as Project Manager for software implementation
- Produce Excel-based reports, analyze the data, and present findings to Leadership
- Set up new users in a variety of software programs and analyze user reports
- Design and manage a Knowledge Base for our systems
- Manage technology platform renewals
- Evaluate vendor quotes and present recommendations

WHAT YOU WILL BRING TO VIZANCE

- Strong knowledge of Excel
- Ability to learn new applications, software, technology, and systems
- Project Management experience
- Bachelor’s Degree, preferred
- Solid interpersonal communication and organization skills

If you are looking for a promising career in a growing organization, then we want to hear from you!

Send resume to careers@vizance.com

