

## Associate Reporting Analyst

### Description

About Quartet Health Quartet is a leading tech-enabled behavioral health company that works with health plans, systems, and provider groups to deliver speed to quality behavioral health care for all. Through sophisticated data and analytics, along with personalized services, Quartet exists to advance quality care as defined by four measures: speed to care, seamless patient experiences, improved health outcomes, and affordability for patients. The company is backed by venture funding from top investors including Oak HC/FT, GV (formerly Google Ventures), F-Prime Capital Partners, Polaris Partners, Deerfield Management, Echo Health Ventures, Centene Corporation, and Independence Health Group. innovaTel is a leading telepsychiatry provider dedicated to improving access to exceptional psychiatric care. innovaTel partners with clinical organizations to provide a range of services to both adults and children including psychiatric evaluations, therapy, medication management, patient education and consultations. In 2021, Quartet acquired innovaTel and are now coming together to deliver on our shared mission, delivering speed to quality mental health care for all. We are deeply committed to growing a diverse team and an equitable and inclusive culture where all Quartetians are empowered to be themselves and do their best work. We know this is vital in realizing our mission to improve the lives of people with mental health conditions. As part of our commitment to building a diverse team, we have signed the Parity Pledge and actively encourage applicants of all backgrounds to apply. About the team & Opportunity: Quartet is looking for an Associate Reporting Analyst who would like to develop the skills and knowledge to build out reports and contribute to the maintenance and improvement of our data analytics models over time. The ideal candidate has a passion for problem solving, enjoys thinking quantitatively and logically, and wants to grow and develop down the path of a Data Analyst or Analytics Engineer. The candidate should also possess the ability to effectively communicate with both colleagues and stakeholders, both verbally and in writing. In this role, you will be part of the Customer Reporting & Business Intelligence team that is responsible for all of Quartet's end-to-end customer reporting. This team gathers and translates requirements into reporting solutions through use of SQL and our BI tool, Looker. This team also presents these reports and insights to customers as well as to Quartet's senior leadership. This team is also responsible for collecting feedback and iterating reporting products to foster continuous improvement. This role is positioned to be a junior resource on the team, so at first, you will likely be supporting other analysts and your manager in achieving the above team objectives in whatever ways are needed. Over time, the person in this role will learn (or improve on existing ability) how to build reports in Looker, query data using SQL, and organize and analyze data in Excel/Google Sheets, among other skills. This position requires strong foundational analytical and communication skills. It also requires a passion for learning, a quantitative mindset, and natural curiosity. The Data Analyst will collaborate with other Analysts and Analytics Engineers, and will report to the leader of the Customer Reporting & Business Intelligence team. Accountabilities: Initially, this position will support other analysts and your manager in achieving the Customer Analytics team's objectives in whatever ways are needed, likely including: Requirements gathering & note taking Following up and clarifying requests with stakeholders through email, meetings, or other forms of communication Creating front-end reports using the BI tool Looker to answer business questions, gain insights, and fulfill stakeholder requests Taking charge of your own learning and development related to the foundations of technical skills needed for the job (e.g., finding and completing coursework / bootcamps related to SQL, Looker, DBT, etc.) Eventually, the goal is for the person in this position to be accountable for: Improving upon our data

### Hiring organization

Quartet Health

### Job Location

New York City, New York, United States

### Base Salary

\$ 60000 - \$ 90000

### Date posted

April 23, 2024

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reporting by collecting feedback from multiple stakeholders Improving data quality of reporting through tests, refactoring, and reviews Creating documentation for technical and nontechnical teams on reporting definitions and how to use the reports Presenting reports and analytics to customers / internal stakeholders as needed Owning business definitions sourced through our data pipeline Minimum Qualifications: A bachelor's degree in a quantitative major, e.g., statistics, mathematics, engineering, or computer science (or equivalent experience) Coursework in / experience with computer programming (irrespective of language) Preferred Qualifications: 1-2 years of experience as a data analyst, consultant, banker, engineer, or in some other quantitative role Coursework or experience writing SQL queries Coursework or experience with data visualization tools / BI platforms (e.g., Tableau, PowerBI, Looker, etc.) Coursework or experience related to Healthcare Coursework or experience using Microsoft Excel (or Google sheets) to analyze data Experience working with stakeholders to understand business problems and map abstract problems to data that can be used to solve them Coursework or experience with the UNIX command line Our Benefits We're proud to offer the following benefits to our team members: All roles are fully remote Competitive compensation An unlimited PTO policy and paid holidays Paid parental leave Robust medical, dental and vision insurance plans A 401(k) plan with employer match Mental health benefits via our EAP 100% employer-paid life insurance, short-term and long-term disability insurance Annual learning & development budget Want to know what Quartet life is like? Click here to meet our team. Quartet actively encourages applicants of all backgrounds to apply and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. To perform this job successfully, an individual must be able to perform essential job duties – reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require assistance in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to [talent@quartethealth.com](mailto:talent@quartethealth.com) Have someone to refer? Email [talent@quartethealth.com](mailto:talent@quartethealth.com) to submit their details to us. Please mention the word **ELEGANT** and tag `RMzQuMjlzLjEwNC4xMjA=` when applying to show you read the job post completely (`#RMzQuMjlzLjEwNC4xMjA=`). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via RemoteOK.com