



The Michigan Automobile Insurance Placement Facility (MAIPF) is looking to fill one position as a Technical Systems Analyst. To apply for this position, please email your resume to Michele Morgan at Michele.Morgan@aipso.com. Direct any questions to Michele at 401-528-1426.

The Michigan Automobile Insurance Placement Facility (MAIPF) is searching for a Technical Systems Analyst. The position will act as a liaison with the company's technology vendors and act as a technical support to employees and system users. The following is a list of essential duties and responsibilities.

- Provide first response to staff regarding hardware/software issues
- Coordinate IT initiatives with IT vendor, set priorities, follow up on open tickets and ensure IT issues are being appropriately addressed
- Gather and document business requirements, coordinate technology enhancements and solicit feedback from business units
- Maintain user access for internal and external programs and website
- Update, maintain and communicate the Company's Business Continuity Plan
- Develop, execute, monitor and maintain data security initiatives including staff training and internal/external audits
- Obtain data from various sources, generate departmental reports and communicate to department managers

The following list represents the knowledge, skill and/or ability required to perform this job successfully.

- Ability to evaluate user needs and define technical problems to recommend solutions
- Ability to interact with business experts to help determine the technical feasibility of requirements
- Ability to balance multiple concurrent timelines and tasks and meet deadlines
- Strong people and organizational skills

Bachelor's degree (B.S. or B.A.) from four-year college or university. Five years P&C insurance related experience is preferred. Knowledge of MS Office products, Adobe products, Internet Explorer, database management, or other similar types of software.

The MAIPF offers a collaborative work environment and a competitive compensation and benefits package, including medical/dental/vision/life/disability, tuition assistance, retirement savings and an employee assistance program.