

About the Role



We are looking for a **Data Operations Analyst** to join our **RCM Global Operations** team. This individual will be responsible for ensuring the accuracy and reliability of key processes and data, supporting our mission to improve the efficiency and effectiveness of healthcare providers.

This is a high-impact role requiring extreme attention to detail, a focus on quality, and the ability to work across different functions to maintain the highest standards. The role requires a commitment to excellence, the ability to handle ambiguity, and a passion for continuous improvement.

What You'll Do

- **Quality Assurance and Documentation:** Conduct quality assurance checks on operational processes, ensuring that all details are correct and there are zero errors.
- **Process Adherence:** Follow detailed processes meticulously and ensure documentation is comprehensive and up-to-date.
- **Data Analysis:** Analyze large datasets and perform quality checks using SQL and other tools to identify discrepancies, optimize processes, and support business decisions.
- **Instruction Creation:** Write detailed instructions and process documents, ranging from simple to complex, to guide internal teams effectively.
- **Communication:** Communicate clearly and effectively in both written and verbal formats, ensuring that complex topics are explained in an easily understandable manner.
- **Cross-Team Collaboration:** Work closely with different teams, such as Product, Engineering, Sales, and Account Management, to uphold quality standards and solve emerging issues.

What You Have

- **Education:** Bachelor's degree in Computer Science, Data Science, Mathematics, Statistics, Economics, or a related field, or equivalent work experience
- **Extreme Attention to Detail:** Ability to spot discrepancies and ensure accuracy in all aspects of the role.
- **SQL Proficiency:** Experience with SQL for data querying and analysis, including working with large datasets to maintain data integrity.
- **Strong Documentation Skills:** Ability to create, maintain, and follow detailed process documentation.
- **Communication Skills:** Excellent written and verbal communication skills, capable of explaining complex topics clearly.
- **Ownership and Accountability:** A mindset of taking full ownership of responsibilities and a commitment to high-quality output.

- **Adaptability:** Ability to thrive in a fast-paced, dynamic environment and manage ambiguity effectively.

Details:

- **Shift Detail:** Night shift, (10:00 pm, BST - 7:00 am, BST)
- **Workdays:** Monday to Friday

Please be aware that all official communication from us will come exclusively from email addresses ending in @commure.com. Any emails from other domains are not affiliated with our organization.

Employees will act in accordance with the organization's information security policies, to include but not limited to protecting assets from unauthorized access, disclosure, modification, destruction or interference nor execute particular security processes or activities. Employees will report to the information security office any confirmed or potential events or other risks to the organization. Employees will be required to attest to these requirements upon hire and on an annual basis.

Application Link: [Data Operations Analyst \(Bangladesh\)](#)