



Job Title: Robotic Process Automation Developer Intern

Department: Business Analytics

Reports to: Analytics Technical Manager

Position Summary: The Robotic Process Automation Developer is responsible for working with the Business Analytics team to define, develop and support innovative projects and systems for New Mexico Mutual. The ultimate goal of the Developer is to develop new automated processes and support existing processes for multiple clients.

Essential Functions:

- Monitor and troubleshoot the existing automated processes.
- Enhance existing and create new automated processes.
- Collaborate with the Analytics Technical Manager to design and implement programs to meet the needs of the end users.
- Analyze data to ensure information is accurate and reconcilable to its source of origin. Perform quality assurance testing as appropriate prior to releasing projects into production / end users.
- Explore and understand capabilities of the RPA tool (IBMRPA) to expand knowledge. Demonstrate knowledge acquired by incorporating best practices in projects. Share knowledge acquired with BA team members and end users when appropriate.
- Collaborate with the Analytics Technical Manager to support all aspects of the RPA/Innovative infrastructure.
- Design, maintain and implement IBM Cognos Analytics reporting to support existing and new automated processes.
- Develop, maintain and deliver technical documentation related to RPA development, scheduled processes, etc.

Job Qualifications:

Education:

BS/BA in Information Management/Information Systems/Computer Science or related business experience.

**Experience:**

No experience in Robotic Process Automation is required, full training and on-boarding will be provided.

Required Skills/Abilities:

- Attention to detail and accuracy
- Proven ability to think critically, identify issues and outline solutions
- Ability to partner with internal and external stakeholders
- Ability to build and maintain relationships across the business and corporate department
- Excellent communication skills

Specialized Knowledge, Licenses, etc.:**Demonstrated proficiency in:**

- MS Office (Word, Advanced Excel, PowerPoint, Outlook)
- SQL , PL/SQL, Oracle preferred.
- RPA (IBMRPA preferred)
- Reporting (IBM Cognos Analytics preferred)
- Guidewire knowledge preferred.

Values and Mission:

Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

Positive Attitude:

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

Working Conditions:

- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.
- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.
- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment, drug testing prior to employment as well as upon a work-related accident.
- Exposure to VDT screens.