



# Johnson & Johnson

*The Experience of the Past with a Vision for the Future*

## Job Description Outline

JOB TITLE: Business Data Processor

STATUS: Non-Exempt

Department #: 06

DATE: January 30, 2010

DEPARTMENT: Personal Lines

REVISION NO:

REPORTS TO: Personal Lines Manager

REVISION DATE: First Draft

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### POSITION SUMMARY:

This position provides support and assistance to the program development team in conjunction with the underwriting staff.

**JOB DUTIES & RESPONSIBILITIES:** Responsibilities include creating and updating rate and program tables within an excel document and/or SQL program. Also may include other tasks assigned by the management team.

### RESPONSIBILITIES:

### % OF TIME

- |  |     |
|--|-----|
| 1. Ordering data for, organizing and composing reports   | 25% |
| 2. Issuing new business policies, non-money endorsements, and flat cancellations               | 15% |
| 3. Entering data to update various rate tables and for reporting to various reporting agencies | 50% |
| Other various duties and responsibilities as required  | 10% |
| 4. Pursue education to enhance industry knowledge by completing:<br>Insurance Essentials       |     |

### JOB REQUIREMENTS:

#### EDUCATION:

*High School Diploma or it's equivalent*

#### EXPERIENCE:

*1-3 years of data entry experience*

*KSAs: Accurate, efficient data entry skills, and familiarity of windows-based programs and excel. Must be able to handle multiple responsibilities, demonstrate good organizational skills, and be detail oriented. One must be customer service centric, and work well in a team environment.*

### SUPERVISORY RESPONSIBILITIES:

*None*

**EQUIPMENT TO BE USED:** *Multiple data entry programs, facsimile, copier machine, and other standard office equipment. Software: Web based programs, AS400, Image Right, Faxsys, Word, Excel, ACT, e-mail, Adobe Acrobat Reader,*

**TYPICAL PHYSICAL DEMANDS:**

*Must sit be able to sit for 8 hours a day and read a computer screen during this time.*

**TYPICAL MENTAL DEMANDS:**

*Must be able to make prudent decisions, know where and when to ask for assistance, and posses a certain degree of creativity. One must also be able to maintain composure in highly stressful situations.*

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**Supervisor Approval & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Approval & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_