

Job Description



Role:	Junior SAS Programmer
Base Office:	Kuala Lumpur
Business Line:	Global Insights Consulting - SAS
Direct Manager:	Manager, SAS

COMPANY OVERVIEW

The **NMG Group** is a global advisory and intermediary firm focused exclusively on the financial services sector. Established in 1992, NMG has enjoyed rapid international expansion and now has in excess of 800 employees in 18 cities, covering all inhabited continents.

NMG Consulting is a specialist consultancy focussed on the reinsurance, insurance and wealth management industries. The business has an established global presence with approximately 100 employees, with major hubs in Sydney, Singapore, London and developing teams in North America and South Africa. Our approach is to integrate strategy, insights and analytics.

Global Insights Consulting Practice – our largest business-line globally, runs evidenced-based consulting programmes, based on interviewing the leading industry experts, and key decision makers at buy-side clients and intermediaries annually, to analyse industry trends and the competitive performance and positioning of sell-side providers. The Global Insights Consulting practice conducts more than 50 evidence-based Insights Consulting Programmes annually, covering life insurance, health insurance, wealth management, asset management and reinsurance, across all major financial services markets internationally.

The combination of our specialist focus, global network (presence in 51 countries), research and analytics, give us a unique perspective on the market dynamics relevant to the insurance, reinsurance and investments industries globally.

SUMMARY STATEMENT

This role will be responsible for assisting programmers or senior programmers in managing the delivery of outputs for multiple programmes; with the aim of ultimately being able to manage and run a complete programme. It is expected that the incumbent will contribute project experience, research and analysis skills to the team.

KEY RESPONSIBILITIES

- **Provide assistance to programmers or senior programmers in developing, managing and delivering the desired outputs for the assigned programmes**
 - Learn and develop competence in required knowledge and skills
 - Apply knowledge learnt quickly and effectively
 - Understand existing workflow
 - Understand existing SAS scripts and make changes when requested
 - Develop skills in order to be responsible for each stage of the programme cycle, as follows:
 - Questionnaire design (either paper or online)
 - Data capture template development
 - Data entry/data audit
 - Using SAS to import, cleanse, manipulate, analyse and extract data
 - Using SAS to generate charts, graphs and tables for analytical reports
 - Deliver PowerPoint or PDF reports to various clients
 - Manage various ad hoc requests from programme managers
- **Interact with programme managers and colleagues from other areas of NMG to gain better understanding of the various programmes and deliver accurate outputs**
 - Use professional and positive communication in both verbal and written methods including calls, emails, Lync messages
- **Support the reporting team by managing the data quality and providing analytic support for ad hoc data analysis**
 - Understand how good quality (and poor quality) data is defined
 - Understand basic debugging to detect the source of errors
 - Monitor to ensure errors do not reoccur
- **Involvement in data entry/data audit process**
 - Entering and auditing forms as required
 - Act as backup for data entry/data audit resource management when needed
 - Understand that the data entry/data audit step is not only the initial but also the key stage of data quality control and have strong attention to detail to identify input errors
 - Assist updating forms status tables for various programmes
- **Responsible for managing the delivery process of NMG's Insights Report from each programme to all programme participants**
 - Make changes to reports upon requests
 - Assign usernames and passwords for participants
 - Transfer reports from PowerPoint to Flash
 - Upload reports to NMG website
 - Assist in sending out emails if needed

SKILLS, QUALIFICATIONS AND EXPERIENCE

Qualifications & Experience

- Graduate-level position (up to 2 years experience)
- Bachelor's Degree in Mathematics /Statistics/Computing or equivalent
- Proficient in Excel and Power Point
- Knowledge in SAS or other relevant programming skills
- Knowledge in VBA or Java/JavaScript

Competencies

- Solid data auditing, analytical and problem solving skills
- Excellent attention to detail
- Ability to and work well under pressure
- Excellent time management skills
- Effective communication skills at all levels, to build excellent working relationships with clients and team members
- Proved fast and keen learner – willing to ask questions when necessary
- Passion in programming as well as data analysis
- Self-motivated team player