

Data Analyst Job Summary

The position relies on good judgment, experience, and guidance to perform analytical and technical functions to analyze and interpret data. The role requires a broad degree of knowledge and problem solving skills. The Data Analyst will serve as a data developer resource, and should have knowledge of data analysis tools, data profiling techniques and computer systems technology. This position will work closely with the [Data Architect](#) to develop technical requirements and comprehensive solutions to extract data from multiple source systems or models, transform data according to Business Rules and Master Data Management, work with the Acquisitions team to assure attributes are properly governed and also loaded into operational and presentation models. The ideal candidate will have experience collecting user requirements, data analysis, documenting technical specifications, understand core data characteristics, and have experience working work with life insurance and annuity data. This role is expected to support and expand a culture of operational excellence. The ability to understand complex problems, logical problem solving skills, and strong written and verbal communication skills are required. Additionally, a strong understanding of database methodology, data analysis, and reporting technologies are required.

Data Analyst Duties & Responsibilities

- Map data source attributes to target system attributes
- Build reports using SSRS, PowerBI or other technologies
- Research data requests to determine availability, sourcing and fulfillment options
- Build and Maintain SSIS Packages
- Perform root cause analysis on data quality issues
- Monitor the state of data quality within their scope of responsibility
- Write SQL Statements, Stored Procedures, database functions and other queries.
- Identify the best approaches for resolving data quality issues

- Schedule and maintain nightly jobs using Control-M
- Work independently under the direction of the Data Architect

Data Analyst Requirements & Skills 1

- Bachelor's degree or equivalent certifications / experience required
- Experience with Microsoft SQL Server required
- 2+ years experience with Microsoft Business Intelligence stack (SSIS, SSAS, SSRS, SQL Server) a plus
- 2+ years IT analysis experience required
- Experience working on a project team using Waterfall or Agile methodology a plus
- Experience in relational and dimensional data modeling required
- Experience and understanding of Software Development Life Cycle (SDLC)
- Ability to work independently
- Advanced knowledge of structured data, such as entities, classes, hierarchies, relationships and metadata
- Knowledge of database management system (DBMS) including tables, joins and SQL querying
- Ability to combine data from multiple sources when needed for analysis
- Familiarity with and ability to document the use cases, business purposes and quality of the data
- Familiar with reporting technology and methods of reporting different types of data
- Understanding of data quality concepts, best practices and tools
- Communication skills to help communicate complex data and concepts to business analysts and team members

Data Analyst Job Summary 100 Hires Sample 2

The Data Analyst is responsible for data entry and maintenance for enterprise systems. As part of the team, this position is responsible for the accurate entry of data into the

system. The Data Analyst is responsible for the efficient and effective management of part master data. This will require an individual with exceptional attention to detail, intermediate to advanced computer skills, in-depth knowledge of our business, products and processes.

Data Analyst Duties & Responsibilities 2

- Maintain data to meet company standards
- Data includes images, technical specifications and other data elements
- Ensure automated data feeds successfully populate materials
- Manually populate non-automated data as necessary via proprietary system
- Identify system enhancements to improve automated processes and quality of information
- Perform audits to ensure accuracy of assigned manufacturers or categories
- Communicate with providers and manufacturers to ensure complete product data is supplied
- Request necessary information
- Identify areas of improvement and provide feedback
- Review data standards for assigned manufacturers and/or categories
- Implement data standard improvements through manual and automated means to meet needs
- Provide customer service support for both external and internal customers
- Support and validate teammate adherence to master data policies.
- Material Maintenance – Responsible for maintaining product catalog to established standards; Performing Price File Maintenance
- Review automated data feeds for successful materials creation
- Ensure materials are created correctly via download process
- Identify and communicate reasons for automated failures to improve process
- Manually process download failures
- Manually create non-automated materials proactively or reactively according to company policy

- Create materials via proprietary systems and/or SAP
- Determine appropriate source, costing and categorization
- Process internal requests for creation
- Discontinue materials that are no longer available and/or based on company policy

Data Analyst Requirements & Skills 2

- Associates degree or above from a college or university; or 3 years industry work experience.
- Advanced spreadsheet skills
- Ability to analyze and troubleshoot information for resolution
- Ability to work well in cross-functional teams
- Ability to multi-task in a fast-paced environment
- Ability to meet aggressive service-level agreements
- Ability to take a complex process or technology and create easy-to-follow copy
- Excellent written and verbal communication, with strong editing skills
- Vast knowledge of technical writing and styles associated with it
- Collaborating with marketing and IT on search engine relevancy as it relates to parts data's influence
- Proficiency with MS Word, Excel, Outlook and SAP.
- Ability to write reports and/or business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, customers, other employees.
- Ability to effectively present information to other departments and manufacturer representatives.
- Ability to read, analyze, and interpret business documents.
- Ability to effectively communicate via email, phone and in person.
- Ability to understand processes and identify areas of improvement.
- Ability to multi-task and demonstrate strong organizational details.