Data Analytics Specialist

GRANITE VALLEY

Department:	Administration	**FLSA Status:**	Exempt
Reports to:	Director of Finance	**Date:**	3/22/24

POSITION SUMMARY:

The Data Analytics Specialist is responsible for the collection of data from internal and external sources and for translating the data into meaningful information. This individual will also be responsible for presenting the information collected in a way that with assist members of the organization to make better business decisions. Additional responsibilities will include supporting IT Department functions.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Using automated tools to extract data from primary and secondary sources
- Developing and maintaining databases, and data systems – reorganizing data in a readable format
- Performing analysis to assess the quality and meaning of data
- Filter Data by reviewing reports and performance indicators to identify and correct code problems
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets
- Analyzing local, national, and global trends that impact both the organization and the industry
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Other assignments as made by management

QUALIFICATIONS/EDUCATION/SKILLS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

1. Certificate or Associates Degree in Data Analytics or combination of education and experience that provides equivalent knowledge, skills and abilities
2. 1 year of relevant experience in data analyzing
3. Experience or coursework in Power BI
4. Excellent organizational and time management skills.
5. Excellent communication and presentation skills. Logical, clear and concise written and verbal communication skills.
6. Ability for critical thinking
7. Have a systematic and logical approach to problem-solving
8. Attention to detail
9. Work independently and taking initiative