Junior Data Analyst Job Description

Duties and Responsibilities:

- Utilize historical data sets and planned product changes to model and forecast business trends
- Responsible for tracking and reporting on department initiatives and status reports
- Analyze the firm's operations for trends, volume, demographics, and operator metrics to support decisions
- Conduct research on specific complaints, the individuals submitting those complaints, and other relevant information related to individual queries or systemic issues
- Update and manage information in a web-based case management system
- Act on cases and provide case summaries for referral to relevant unit for follow-up review and action
- Log information into the Tableau business intelligence and analytics database of the organization
- Utilize the Tableau analytics database to carry out statistical analysis and ad hoc reporting as required
- Provide support with technical writing and editing as required
- Develop analytics to identify trend lines across several data sources within the organization
- Examine and evaluate existing business practices and systems, and proffer suggestions aimed at creating efficiency and streamlining operations, while maintaining or increasing compliance rates
- Apply predictive analysis and tools to forecast and employ business analytics (including an enhanced ability to quantify and qualify data)
- Undertake operational research to identify and recommend optimal/near-optimal solutions to complex challenges.

Junior Data Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Applicants are required to have a minimum of AS degree, but a Bachelor's degree in Information Management, Computer Science, or Statistics Mathematical, or in a technical field is preferred
- Knowledge: They are required to have a minimum of 1 year of experience handling a database with large datasets. Regardless of their educational background, applicants must possess advanced computer skills, knowledge of additional databases such as SQL Server and MySQL. It is also vital that they have an understanding of project management. It is also important that they are familiar with data warehousing, data mining, and data mapping
- Organizational skills: They may be require to work under tight schedules, so it is important that they can effectively manage and prioritize multiple work assignments
- Quantitative skills: it is vital that applicants for the junior data analyst job have knowledge of statistical methods and data analysis software such as SPSS to provide quantitative and qualitative data analysis
- Research skills: It is essential that applicants can undertake in-depth research, quantify the information and produce qualitative and quantitative reports. They must also be able to utilize data obtained to develop concise summaries targeted at decision points
- Presentation skills: Applicants must also be capable of presenting their findings clearly via reports and oral presentations to senior colleagues
- Team work abilities: It is important that they can work effectively in a team oriented environment, and independently in a fast-paced, and changing environment
- Computer skills: The junior data analyst job requires that applicants have advanced Excel skills with the ability to write macros and do pivot tables. They also need advanced knowledge of Access to undertake querying, creation of tables, and formulas
- Communication skills: They also need verbal and written communication skills to converse and collaborate with all levels of employees
- Attention to detail: Errors in data applied for analysis can render conclusions or findings invalid; therefore, it is important that applicants

have the ability to pay meticulous attention to detail, factoring every piece that might alter the validity of data.