Data, Research and Project Analyst

Job Summary

A Data, Research, and Project Analyst play a crucial role in organizations by gathering, analyzing, and interpreting data to provide valuable insights that inform strategic decisions and drive project success. This multifaceted role requires a combination of strong analytical skills, research expertise, and project management capabilities. We expect you to be a reliable professional able to achieve balance between customer orientation and a results-driven approach.

Accountabilities

- Collect, analyze, and interpret complex data sets to identify trends, patterns, and insights.
- Maintain and troubleshoot data models, databases, data collection systems, and other strategies that optimize efficiency and quality.
- Collaborate with cross-functional teams to define business requirements and ensure data accuracy and integrity.
- Identify opportunities for process improvement and provide recommendations based on data analysis.
- Stay up to date with industry trends and best practices in data analysis and analytics.
- Develop and manage a detailed project schedule and work plan.
- Provide project updates to various stakeholders.
- Monitor progress and make adjustments as needed.
- Analyze data using proprietary software.
- Work with the development team to meet project guidelines.

- Content research and creation
- Create a presentation and present to executive management.
- Other duties as assigned.

Job Qualifications

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Experience with data visualization tools
- Knowledge of statistical analysis techniques and methodologies
- Excellent communication skills with the ability to present complex information in a clear and concise manner