

Data Analyst Job Description

Depending on your company specifics, a job description for data analyst can vary. On the whole, data analysts collect and analyze any data relevant to your company"s growth. These data may include logistics, marketing stats, IT, etc. The main goal of any data analyst is not only to combine and analyze this information but to create coherent reports and come up with suggestions on what and how can be improved for your company"s development.

No doubt, hiring the best candidate for this challenging job is of vital importance for any company. And, attracting the best professionals starts with a polished-up, professional vacancy ad. The following data analyst job description should help you create a posting that catches qualified experts" attention.

Data Analyst Job Duties

The actual data analyst's job duties will depend on the type of analysis your company needs. Still, the general obligations are as follows:

Managing big data from its creation to analysis and deletion

Managing user roles within corporate platforms

Analyzing data and providing its quality assurance

Commissioning data sets

Providing coherent reports and data analysis

Managing all relevant reporting environment, from data sources to metadata

Identifying and revising any data requirements

Ensuring data integrity

Supporting initiatives for company growth

Searching for relevant software to ensure better data analysis

Creating reports within single or multiple systems

Evaluating any changes that have to be done within a corporate system

Providing suggestions on which changes would ensure better data analysis

Training new and existing users about corporate web and production systems

Providing tech experience in data storage, mining, and cleansing

Data Analyst Responsibilities

Aside from the data analyst''s primary duties, additional responsibilities may arise:

Working with investors or stakeholders to assess data

Analyzing existing tools and systems to offer suggestions on optimization and system improvement

Explaining technical terms to other team members

Taking part in corporate meetings

Active participation in team discussions

Acquiring information from any relevant systems, both primary and secondary

Identifying, analyzing, and structuring data patterns and sets

Close collaboration with top managers and business developers

Defining and reporting all potential business growth opportunities

Offering comprehensive marketing analysis

Providing reports and suggestions on new software that can optimize internal processes in a company (optional, for an IT data analyst)

Data Analyst Requirements

Data analyst job requirements, just like data analyst job duties, may differ depending on data that will need analysis. Marketing data analysts and IT data analysts will have slightly different professional requirements. Still, these skills will always be welcome.

Bachelor (or higher) degree in computer science or relevant field

Previous data analyst job experience (optional)

Experience in big data managing methodologies

Understanding metadata standards and the ability to address it

Experience with database design development

Basic programming experience

Understanding of SQL, XML, JavaSript, or any other related frameworks

Experience with Excel, SPSS, SAS, or any other applicable data systems and reporting software

Data Analyst Key Skills

Of course, professional expertise matters. However, personal skills are often as important. Ideally, your new data analyst should have:

Excellent written and verbal communication skills

Strong business and analytical skills

Willingness to work toward common corporate goals

Team working skills

Understanding of company specifics

Ability to think outside the box to offer efficient strategies

Deep understanding of general data picture

Ability to explain complex things in simple terms to those who do not share the same understanding

Excellent time-management skills

Willingness to research and implement new technologies

Solid personal communication skills