

**RSR GROUP, INC.
JOB DESCRIPTION**

POSITION TITLE: Strategic Data Analyst

TITLE OF IMMEDIATE SUPERVISOR: Senior Vice President and CIO

DATE SUBMITTED: November 2020

POSITION SUMMARY:

The Strategic Data Analyst position is responsible for supporting strategic company initiatives by data mining large data files and analyzing, forecasting and trending the data to support various departments such as sales, purchasing and operations. This position is responsible for interpreting findings and presenting the information to management through reports and summaries.

REGULAR DUTIES AND RESPONSIBILITIES:

Assemble large, complex data sets and identify, design, and implement internal process improvements; automating manual processes and optimizing data delivery.

Extract large data records from the internal system using a variety data mining, queries, data analysis methods, building and implementing models, using/creating algorithms and creating/running simulations.

Verify the relevance and correctness of the data.

Develop complex analysis requiring the integration of multiple data sources, evaluation of data quality, and standardization of data to consistent format/structure.

Summarize and present data outcomes, recommendations, and methodologies by preparing presentations for management.

Work with individuals from various departments to ensure the requirements of their requests are understood and the outcome presented meets their expectations.

Monitor, analyze, and report variances from planned and forecasted figures.

Prepare feasibility analysis, business process assessments, gap analysis, cost-benefit analysis, and industry best practice research. Write reports to identify areas of improvement or growth.

Search for opportunities to automate manual processes and develop on-demand tools for descriptive data.

Develop instrumentation to track progress against key business objectives.

Collaborate with management team to implement process and system changes.

EMPLOYEES SUPERVISED:

None

QUALIFICATIONS:

The Strategic Data Analyst must have five years of business analysis experience. Bachelor's degree in Mathematics, Statistics, Information Technology, Finance, Economics, or a related field of study is required. Additional requirements are:

- Proficient with statistical and analytical software.
- Advanced proficiency in Excel that includes pivot tables, macros, v/h lookups.
- Familiarity with writing SQL queries and analyzing data and establishing business rules and requirements.
- Familiarity with Access.
- An understanding of relational database structures, theories, principles and practices.
- Strong attention to accuracy and attention to detail.
- Excellent verbal and written communication skills.
- Strong judgement, ability to problem solve and make informed decisions.
- Ability to priorities, manage multiple tasks and meet deadlines.

Physical demands:

While performing the duties of the Strategic Data Analyst position, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to stand, climb or balance, stoop and kneel. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.