**Data Analyst Job Description**

**Job Title:** Data Analyst  
**Reports To:** Director of Data Science or Business Intelligence Manager  
**Location:** [Insert location or indicate if remote]  
**Job Type:** Full-Time

**Job Overview:**We are looking for a skilled and detail-oriented Data Analyst to join our team. In this role, you will be responsible for collecting, analyzing, and interpreting data to help drive business decisions and strategies. The Data Analyst will work closely with cross-functional teams to support decision-making through data insights, trends analysis, and reporting. The ideal candidate will have strong analytical skills, proficiency in data tools, and a passion for translating complex data into actionable insights.

**Key Responsibilities:**

* **Data Collection and Analysis:**Collect, organize, and analyze large datasets from multiple sources to identify trends, correlations, and patterns that impact business performance.
* **Data Reporting:**Generate regular reports and dashboards to communicate key metrics, business insights, and findings to stakeholders across various departments.
* **Data Visualization:**Create clear and impactful data visualizations using tools such as Tableau, Power BI, or Excel to present findings in an understandable format.
* **Data Quality Assurance:**Ensure data accuracy and integrity by cleaning and validating datasets, addressing discrepancies, and maintaining high-quality data standards.
* **Collaborative Insights:**Work closely with business units, marketing, sales, finance, and other departments to understand their data needs and provide actionable insights to inform decision-making.
* **Data Model Building:**Develop and maintain data models that support business forecasting, trend analysis, and operational improvements.
* **Process Improvement:**Identify areas of improvement in data collection and analysis processes, suggesting and implementing enhancements to increase efficiency and effectiveness.
* **Ad-hoc Analysis:**Conduct ad-hoc data analyses as requested to support business initiatives, product development, and performance improvement strategies.

**Qualifications:**

* **Education:**
  + Bachelor’s degree in Data Science, Statistics, Computer Science, Mathematics, Economics, or a related field. Advanced degrees or certifications (e.g., Microsoft Certified: Data Analyst Associate, Google Data Analytics Professional Certificate) are a plus.
* **Experience:**
  + 2+ years of experience in data analysis, business intelligence, or a related field.
  + Proficiency in data analysis tools and software (e.g., SQL, Excel, Python, R, Tableau, Power BI).
* **Skills:**
  + Strong analytical and problem-solving skills.
  + Ability to interpret complex datasets and translate findings into actionable business insights.
  + Excellent communication skills to present findings clearly and concisely to both technical and non-technical stakeholders.
  + Experience with statistical analysis and data modeling.
  + Attention to detail and a strong commitment to data accuracy and integrity.

**Work Environment:**

* Ability to work independently or in a team, with flexibility to handle multiple projects concurrently.
* Remote and in-office options may be available, depending on company policy.

**Benefits:**

* Competitive salary based on experience.
* Health, dental, and vision insurance.
* Paid time off and holiday pay.
* Retirement plan options with company matching.
* Opportunities for professional development, training, and certifications.

**How to Apply:**

Please submit your resume and a brief cover letter explaining why you are a great fit for this role.

**Equal Employment Opportunity (EEO) Statement:**

[Company Name] is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other status protected under federal, state, or local law. We encourage all qualified individuals to apply.