

Job Description

BASIC FUNCTIONS:

This is an entry-level position in Data Analyst that is responsible to improve and ensure the quality and integrity of LexisNexis masterdata, ensure quality data is used to create accurate business insights and provide trends analysis to head of department. Identify improvement and efficiencies.

QUALIFICATIONS:

- Relevant Degree or Diploma (statistics)

SKILLS:

- Knowledge off excel formulas and pivot tables
- SQL query writing
- Project Management
- Strong organizational skills
- Strong written and verbal communication skills
- Good attention to detail.
- Basic development skills

ACCOUNTABILITIES:

- Responsible for data quality – Data profiling, data cleansing, etc.
- Responsible to perform functional and data quality performance testing.
- Understand customer business goals and how they can be achieved through the use of data
- Monitor and improve data quality metrics and reporting
- Investigate and resolve data quality issues, including interface errors, missing data, corrupted data and missing mappings.
- Understand variety of vendor interface specifications and formats
- Work together with Data Capturer, Customer Services and other business units to ensure the quality of data and accurate reporting
- Identify automation and RPA opportunities to drive cost savings
- All other duties as assigned