JOB PROFILE & CLASSIFICATION OF ROLE

Job Title:

LeverEDGE Data Analytics Support

Reports to:

CD LeverEDGE Lead

Work Level: Supervisory Role

Main Purpose

To provide the CD Community with relevant CD reports and analysis to be used in making the most appropriate and strategic decisions for driving the business.

Main Accountabilities

- Data extraction: Primary sales, secondary sales, Distribution report, etc over certain periods e.g. monthly, quarterly, or annually etc.
- Supports in developing and implementing quality controls/standards to ensure quality data and data regulatory requirements across all KDs.
- Supports in developing and maintaining reporting systems, dashboards and performance metrics that aid key business decisions.
- Communicate business deliverables to sales team (where approved)
- Examines, interprets and reports results of analytical initiatives to LeverEDGE Lead/ Head of CD Excellence.
- Prepares Sales team payment reports (where specified) in line with Trade Terms Structure.
- Employs customer service standards in managing distributors and the sales team.
- Support in driving Capability activities inclusive of UFSA and Route to Market activities.
- Assists the LeverEDGE Lead on all CD IT projects and develops insights that will guide strategic decisions & uncover optimization opportunities
- Assists LeverEDGE Lead to oversee LeverEDGE operations (sales, stock, outlets, Master Data, Issue resolution, etc) and KPI delivery.
- Assist CD Operations manager to manage business delivery and other assigned responsibilities as agreed by all parties.
- Learn advanced analytical skills, Customer Operations and Category Management to develop himself/herself for bigger responsibilities.

Critical success Factors for the Job

Key Skills	Relevant Experience
* Proficient use of Business Intelligent Software (Tableau, PowerBI, etc)	Minimum of HND in Computer Science, Information Technology or any other relevant field
* Intermediate/Advanced Microsoft Office Skills (Excel, Power Point, Power BI, Word)	
* Great Analytical Skills	
* Good understanding of DBMS (SQL, Access, etc), A+ & Software Development.	Min. 2+ years experience in Database & Sales operations.
* Customer Service Operations and Collaboration and relationship management skills	
* Good interpersonal & communication skills	

Key Environment

Internal: CD Excellence, CCD, CSE, CD Finance, Modern Trade, Field Sales, IT, LeverEDGE System Analysts, Regional Data Analysts.

External: KDs, Global LeverEDGE, Global CD Analytics

The nature of the contact is to collaborate and interface with relevant stakeholders to ensure a smooth operation in terms of information management.