Here’s a detailed job description for a Data Analyst role, tailored to highlight both technical and business-facing responsibilities:

**📊 Job Description: Data Analyst**

**🧩 Role Summary**

We are seeking a detail-oriented and analytical Data Analyst to join our team. You will be responsible for collecting, processing, and analyzing data to help drive strategic decisions and improve business outcomes. The ideal candidate is passionate about data storytelling, has strong technical skills, and thrives in a collaborative environment.

**🛠️ Key Responsibilities**

* Collect, clean, and validate data from multiple sources (SQL databases, APIs, spreadsheets, etc.)
* Perform exploratory data analysis (EDA) to identify trends, patterns, and anomalies
* Build dashboards and reports using tools like Power BI, Tableau, or Looker
* Translate business requirements into data-driven insights and actionable recommendations
* Collaborate with cross-functional teams (engineering, product, marketing) to support data needs
* Design and maintain data pipelines and automated reporting systems
* Monitor key performance indicators (KPIs) and develop metrics to track business performance
* Present findings to stakeholders through visualizations and clear narratives

**🧠 Required Skills & Qualifications**

* Bachelor’s degree in Computer Science, Statistics, Mathematics, Economics, or related field
* Proficiency in SQL and Python or R for data manipulation and analysis
* Experience with data visualization tools (e.g., Tableau, Power BI, Google Data Studio)
* Strong understanding of statistical methods and hypothesis testing
* Familiarity with Excel, Google Sheets, and data modeling concepts
* Excellent communication and presentation skills
* Ability to work independently and manage multiple projects simultaneously

**🌟 Preferred Qualifications**

* Experience with cloud platforms (AWS, GCP, Azure) and data warehouses (Snowflake, BigQuery, Redshift)
* Knowledge of machine learning basics and predictive modeling
* Exposure to business intelligence tools and ETL processes
* Prior experience in a fast-paced startup or tech environment

**🧭 What You’ll Gain**

* Opportunity to influence business strategy through data
* Exposure to cutting-edge analytics tools and technologies
* Collaborative culture with mentorship and growth opportunities
* Competitive compensation and benefits

If you’d like, I can tailor this description for a specific industry (e.g., healthcare, finance, e-commerce) or experience level (entry-level, senior). Want to explore that?