

Job Title: Data Quality Assurance (QA) Analyst
Location: Remote / Offshore
Employment Type: Contract or Full-Time

Position Overview:

We are seeking a detail-oriented **Data QA Analyst** to support data validation, quality assurance, and helping us delivering high quality data products. The ideal candidate will play a critical role in identifying data discrepancies, supporting cross-functional teams, and ensuring the integrity of key data across systems.

Key Responsibilities:

1. Data Validation & Issue Resolution

- Identify and resolve data inconsistencies using internal tools, including:
 - Dealer/vendor mapping issues
 - Duplicate dealer entries
 - Discrepancies in Sales Rep Actual NBV (New Business Volume)
- Partner with internal stakeholders to maintain high data integrity across platforms.

2. Regional Collaboration

- Liaise with Country Sales Managers (CSMs) and local finance teams to secure monthly approvals for Sales Rep Actual NBV.
- Assist in reviewing and validating data presented in the Sales Compensation Dashboard.

3. Data Quality Assurance

- Perform routine data validation checks within the data warehouse to ensure accuracy, consistency, and completeness.
- Proactively identify data quality issues, escalate as needed, and coordinate with data engineering teams for resolution.
- Maintain detailed documentation of validation processes, test cases, and outcomes for audit and compliance purposes.

4. Testing & Verification

- Conduct manual testing to verify the accuracy of data transformations and adherence to business logic.
- Validate data visualizations and metrics in Power BI dashboards.
- Collaborate with development teams to log and follow up on data and reporting discrepancies.

5. Documentation & Reporting

- Develop and maintain user guides, process documentation, and quality assurance protocols.
- Support metadata management and documentation upkeep.

Required Skills & Qualifications:

- Proficiency in **SQL** and **Excel** for data validation and analysis
- Experience with **data quality assurance** or testing in a business data environment
- Familiarity with **Power BI** (preferred but not required)
- Strong attention to detail and a proactive approach to problem-solving
- Excellent communication and collaboration skills