**Team Lead, Data & Reporting- Prime**

Indeed

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Austin, TX 78731

**Our mission:**  
As the world’s number 1 job site, our mission is to help people get jobs. We need talented, passionate people working together to make this happen. We are looking to grow our teams with people who share our energy and enthusiasm for creating the best experience for job seekers.   
  
**The team:**  
We are a rapidly growing and focused product team building the most popular job site on the planet. Every month, over 200 million people count on Indeed to help them find jobs, make it easy to apply, research companies, and connect qualified candidates to their job openings. With product teams in Austin, Tokyo, Seattle, San Francisco, Singapore and Hyderabad, we are improving people's lives all around the world, one job at a time.   
  
**Your job:**  
The Data & Reporting Lead is a part of the Business Operations team focusing on Indeed Prime. Indeed Prime is a job seeker marketplace that matches and connects top companies with high quality technical talent with the skills and experience they need.   
  
The Data & Reporting Lead is an internal facing role that acts as a player-coach for a team of Analysts and Associates who are committed to serving and assisting our Growth, Marketing, Product, Sales, Customer Success, and Talent Services teams. This individual and team will intake tickets and requests and then work closely with different team members on Prime and other teams throughout the greater Indeed to gather the necessary data and organize into a valuable format.   
  
The Data and Reporting team will focus on specific projects that will ultimately increase efficiency for all teams. This includes querying and organizing data, creating static and dynamic reports, maintaining and improving dashboards, providing ad hoc research and analysis, and being all around data-driven problem solvers.   
  
Responsibilities

* Act as a subject-matter expert on data querying, manipulation, and analysis
* Lead a team of associates and analysts - mentoring, teaching best practices, and developing skills of the team members
* Use data analytics to provide insights to different teams to improve how they grow and balance the marketplace
* Work closely with Business Operations team to synthesize complex data and identify underlying assumptions and factors
* Build and maintain reports and dashboards as requested for the Prime teams
* Handle advanced data querying and analysis tickets
* Triage and prioritize data tickets to drive the maximum impact for the business
* Regularly meet with team leaders to understand the business needs and determine where to focus the data and reporting team

**About you:Requirements:**

* 3+ years of work experience in Business Analysis, Business Intelligence, Marketing, Consulting, or related Data teams
* Strong experience with programming languages, especially for data manipulation (e.g. SQL, Python, etc)
* Distinctive problem solving and analysis skills, ability to solve complex and diverse business problems (commercial, operational, organizational)
* Demonstrate leadership and gain respect across functions/teams
* Strong knowledge of data analysis best practices. Proven ability to coach and teach junior individuals
* Tech-savvy with interest in product and strong analytical problem solving skills
* Proficiency with Google Sheets
* Project management skills and experience with process evaluation and design
* Excellent written and oral communication skills
* Client service mentality, adaptability and willingness to collaborate openly with other functions
* Entrepreneurial mindset with ability to quickly digest, organize, and deliver on requests
* Experience with fast-paced, data-driven business mode