

Steps:

1. Identify 5-10 job postings, focusing on the role and job descriptions rather than on the company. Be ambitious!
2. Put the text of the job postings through a word cloud generator. What common phrases appear?
3. Use these common phrases to search for more positions.

Conclusion

After identifying three jobs posted and uploading the documents to the word cloud, the most common words appear data analysts with eleven time-frequency. Two time-frequency is Knowledge of database, complex dataset, database case management, written communications skills, and business data analyst.

Reference

job Title: Data Analyst - Customer Service

Location: Menlo Park, CA

Duration: 6 Months

Summary:

The main function of a data analyst is to coordinate changes to computer databases, test, and implement the database applying knowledge of database management systems. A typical database analyst/programmer is responsible for planning, coordinating and implementing security measures to safeguard the computer database.

Job Responsibilities:

- Test programs or databases, correct errors and make necessary modifications.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.
- Write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.

Skills:

- Verbal and written communication skills, problem solving skills, customer service and interpersonal skills.
- Basic ability to work independently and manage one's time.
- Basic knowledge of database management software.

Education/Experience:

- Associate's degree in computer programming or equivalent training required.

Data Analyst 1

Company Description

Astreya is the leading IT solutions provider to deliver technology-enabled services and fuel digital transformation to some of the most exciting companies on the planet. We are at the cusp of a new way of working with our delivery model that helps our clients be positively productive by matching exceptional people to on-site teams delivering world-class IT service. With engineers in over 30 countries and 70 cities around the world, we are a global company working with the world's most recognizable and innovative organizations.

Job Description

What this Job Entails:

We are looking for an entry level Data Analyst to join our growing team of analytics experts. The hire will be responsible for supporting our data analysts with statistical modeling and analysis of structured and unstructured datasets to develop metrics, reports, and visualizations of trends and patterns. The Data Analyst will support our data analyst team to identify and capture data from internal and external sources. The Data Analyst will assist in ensuring consistency throughout ongoing projects.

Scope:

- Applies company policies and procedures to resolve routine issues
- Works on problems of limited scope
- Receives detailed instructions

Your Roles and Responsibilities:

- Create basic data visualizations
- Create monthly Excel and Google Sheets files from database
- Independently analyze data sets to identify opportunities for increased accuracy and efficiency
- Perform quality assurance on data
- Analyze data to determine potential data gaps
- Work with Senior Data Analysts to assist with data-related technical issues and support their data infrastructure needs
- Assemble large, complex data sets that meet functional / non-functional business
- Work with data and analytics experts to strive for greater functionality in our data systems.
- Other duties as required. This list is not meant to be a comprehensive inventory of all responsibilities assigned to this position

Required Qualifications/Skills:

- Bachelor's degree (B.S/B.A) from four-college or university and 0 to 2 years' related experience and/or training; or equivalent combination of education and experience
- Builds stable working relationships internally
- Follows standard practice and procedures when analyzing situations or data
- Excellent written communication skills
- High level of attention to detail
- Advanced Excel skills to include; formulas, functions, pivot tables, lookup and reference formulas (i.e. vlookups), statistical formulas (countifs, sumifs), macros (ability to create new and edit existing), conditional formatting, importing data, creating graphs/charts, etc.
- Ability to independently analyze large amounts of data; including the ability to identify, analyze, and interpret trends, gaps, patterns in complex data sets

Preferred Qualifications:

- SQL skills; including creating and modifying macros, as well as creating dashboards using SQL coding
- Experience using Google PLX Dashboards

Physical Demand & Work Environment:

- Must have the ability to perform office-related tasks which may include prolonged sitting or standing
- Must have the ability to move from place to place within an office environment
- Must be able to use a computer

- Must have the ability to communicate effectively
- Some positions may require occasional repetitive motion or movements of the wrists, hands, and/or fingers

What can Astreya offer you?

- Employment in the fast-growing IT space providing you with a variety of career options
- Opportunity to work with some of the biggest firms in the world as part of the Astreya delivery network
- Introduction to new ways of working and awesome technologies
- Career paths to help you establish where you want to go
- Focus on internal promotion and internal mobility - we love to build teams from within
- Free 24/7 accessible Professional Development through LinkedIn Learning and other online courses to give you opportunities to upskill at your own pace
- Education Assistance
- Dedicated management to provide you with on point leadership and care
- Numerous on the job perks
- Market competitive compensation and insurance, health and wellness benefits

Additional Information Astreya Partners is an equal employment and affirmative action employer. We evaluate qualified applicants on merit and business needs and not on race, color, religion, creed, gender, sexual orientation, national origin, ancestry, age, disability, genetic information, marital status, veteran status or any other factor protected by law.

Business Data Analyst

We are as invested in your career as you are.

As you navigate through these uncertain times, know that Pinkerton has been a stable, thriving corporation for over 170 years. As recognized leaders around the globe in the corporate risk management industry, you can rest assured that joining us now means moving to a future-looking company. We are here today, will be here tomorrow, and are a thriving community of over 2,000 risk management professionals.

This is just one of the several exciting career opportunities that are currently available.

JOB SUMMARY: The Business Data Analyst, assigned to a specific client, is responsible for the process of inspecting, cleaning, validating, transforming and modeling data with the goal of discovering useful information, suggesting conclusions and supporting decision making focused on growth. The Analyst is responsible for monitoring all-source of data information to proactively identify risks and threats that could impact the company's people, assets and reputation.

Details

Essential Functions

The functions listed describe the business purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to business necessity.

All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.

Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.

In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of company policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify superiors upon becoming aware of unsafe working conditions.

All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable company policies and procedures. In the event of uncertainty or lack of knowledge of company policies and procedures, employees are required to request clarification or explanations from superiors or authorized company representatives.

The Essential Functions Include:

- Represent Pinkerton's core values of integrity, vigilance, and excellence.
- Create and present metric reports for the designated region and/or function.
- Conduct data analysis to examine data sets to draw conclusions about the information contained therein.
- Ensure data integrity and reliability by implementing processes that produces consistent results.
- Perform periodic data reviews, gap analysis and formulate process improvement plans.
- Lead and support data driven projects including;
- Data entry.
- Database case management audits.
- Data and gap analysis.
- Database query configuration.
- Provide business data analysis and identify technical solutions to challenges that impact the business.
- Handle approved requests for data audits, metrics and report generation.
- Manage and oversee BI Dashboard activities, projects, requests and tasks and escalate issues as needed.
- Draft data queries, reports and metrics and obtain approvals prior to publishing.
- Provide support to the manager in overall database case management process, procedures, budgets and contracts.
- Utilize structured analytic techniques to develop tailored data products.
- Gather and analyze data to facilitate improvement in the methodologies, tools and techniques to enable the team to scale and optimize operations to mitigate potential risk.
- All other duties, as assigned.
- Minimum Hiring Standards
- Additional qualifications may be specified and receive preference, depending upon the nature of the position.
- Must have a High School Diploma or GED.
- Must be willing to participate in the Company's pre-employment screening process including drug testing and background investigation.
- Must be at least 18 years of age.
- Must have a reliable means of communication (i.e., email, cell phone).
- Must have a reliable means of transportation (public or private).
- Must have the legal right to work in the United States.
- Must have the ability to speak, read, and write English.
- Education/Experience
- Bachelor's degree and at least three years of experience in visual and graphic design, SQL, Python, or other data analytics programs or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company.
- Competencies
- Strong analytical and problem-solving skills.
- Able to carry out responsibilities with little or no supervision.
- Attentive to details and accuracy.
- Able to work in a fast-paced environment under multiple deadlines and competing priorities.
- Strong written and verbal communication skills.
- Able to analyze complex situations and recommend solutions.
- Serve as an effective team member.
- Strong project management and budgeting skills.
- Computer skills; Microsoft Office, SQL, Python, Jupyter.

