# Data Analyst Job Summary

We’re looking to add a detail-oriented, methodical, and collaborative data analyst to our growing team of driven professionals. As a data analyst, you will play a key role in our organization. Your primary goal will be to leverage data and communicate your findings to help us make smarter, data-backed business decisions.

## Data Analyst Job Duties and Responsibilities

* Analyze data using statistical methods
* Create reports to share findings and recommendations with the internal team and other stakeholders
* Collaborate with leaders and managers to determine and address data and reporting needs for various company projects
* Create statistical models that depict company-wide trends
* Perform testing and validation of data sets
* Determine the meaning of data and explain how various teams and leaders can leverage it to improve and streamline their processes
* Document structures and types of business data

## Data Analyst Job Requirements and Qualifications

* Bachelor’s degree in mathematics, statistics, computer science, information technology, or related field
* At least 1-3 years of experience in a data analyst or relevant role
* Ability to identify useful information in data sets and suggest conclusions that support decision making
* Strong analytical capabilities
* Expert with Microsoft Excel and various business intelligence and analytical tools
* Understanding of data gathering, inspecting, cleansing, transforming, and modeling/diagramming techniques
* Communication skills with the ability to distill complex subjects to a wider audience
* Excellent leadership, collaboration, and project management skills
* Keen attention to detail
* Willingness to make decisions and solve problems