

Job Description

POSITION DETAILS			
Functional Designation		Department	Data Science & Analytics
Sub Department	Data Science & Analytics	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
The Bureau Specialist will be responsible for managing relationships with credit bureaus, ensuring compliance with bureau standards, and integrating bureau data into internal systems. This role involves leveraging data analytics to monitor bureau performance, ensure data integrity, and support risk management efforts.			
Principal Accountabilities			
<ul style="list-style-type: none"> • Manage relationships with credit bureaus and ensure compliance with their standards. • Oversee the integration of bureau data into internal systems. • Monitor and report on bureau-related metrics and performance. • Ensure the accuracy, completeness, and reliability of bureau data. • Implement best practices for data governance and quality control. • Conduct regular audits to maintain data integrity. • Identify and assess risks related to bureau data and interactions. • Develop and implement risk mitigation strategies. • Ensure compliance with regulatory requirements and internal policies. • Analyze bureau data to identify trends, risks, and opportunities. • Prepare and present reports on bureau performance and risk management. • Provide insights and recommendations based on data analysis. • Work closely with cross-functional teams to identify data needs and opportunities. • Communicate findings and recommendations to senior management and stakeholders. • Provide thought leadership on emerging trends in bureau management and data analytics 			
Desired Profile			
<ul style="list-style-type: none"> • Bachelor's degree in Data Science, Business Administration, Risk Management, or a related field. • Proven experience in a role focused on bureau management or data analytics. • Strong background in data analysis, risk assessment, and compliance. • Expertise in data analysis tools and programming languages (e.g., Python, R, SQL). • Excellent project management and organizational skills. • Strong analytical and problem-solving abilities. • Effective communication and presentation skills. • Ability to work collaboratively in a fast-paced environment. 			