

Job Description

POSITION DETAILS			
Functional Designation	Sales MIS Analyst	Department	Commercial Business
Sub Department	MIS	HR Grade	AM/ DM/ Manager
Location	Corporate Office	Reporting Manager	Senior Manager
Job Purpose			
<p>The MIS Analyst is responsible for managing information systems, analyzing the data and providing technical support to improve efficiency and decision making within the department. The role handles the complete collation and repository of Admin related MIS, and share weekly, monthly, and quarterly dashboard of various admin sub function's data.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> Data Collation, Analysis and reporting- Collation of data from PAN India team, creating the MIS repository of Admin related data. Analyze and interpret the data to provide insights and support decision making. Develop and maintain reports, dashboards and data visualizations to communicate the key performance indicators and trends within the Admin & Facilities function. Project Support- Participate in the implementation of new systems and technologies. provide assistance with system testing, user acceptance activities and user training. Problem Solving- Utilize strong problem solving and critical thinking abilities to address data management and systems related issues within the Admin & Facilities Department. Collaboration- Work closely with the PAN India Team members to ensure the data integrity, standardization of reporting and alignment on data definitions and metrics. 			
Desired Profile			
<ul style="list-style-type: none"> Qualifications/ Education – Bachelor's Degree in any discipline, certification in MIS will be preferred. Proficiency in data analysis and reporting using SQL, excel and other data management tools. Strong technical knowledge of information systems, data bases and software applications. Communication & Interpersonal Skills. Certification in Project management and system implementation is a plus. Stakeholder Coordination. Reporting and documentation. 			