

## **Job Function: Team Member - MIS and Analyst**

**Department-** Administration & Facilities

**Sub Department -** Process Excellence- MIS & Analyst

**Designation-** Dy Manager to Manager

**Reporting to** – Vertical Head -Process, Project and Analyst

### **Profile Summary**

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 principal accountabilities for this role are described as follows:**

1. **Data Analysis and reporting-** Collect, 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.
2. **Project Support-** Participate in the implementation of new systems and technologies. Provide assistance with system testing, user acceptance activities and user training.
3. **Problem Solving-** Utilize strong problem solving and critical thinking abilities to address data management and systems related issues within the Admin & Facilities Department.
4. **Collaboration-** Work closely with the PAN India Team members to ensure the data integrity, standardization of reporting and alignment on data definitions and metrics.

### **Qualifications and Experience:**

Qualifications/ Education – Bachelor's Degree in any discipline, certification in MIS will be preferred.

Career Experience – 5 years of experience in Data Management.

**Skills/List of Attributes**

1. Proficiency in data analysis and reporting using SQL, excel and other data management tools.
2. Strong technical knowledge of information systems, data bases and software applications.
3. Communication & Interpersonal Skills.
4. Certification in Project management and system implementation is a plus.
5. Stakeholder Coordination.
6. Reporting and documentation.