Job Description

Analyst I, Data - (17000422)

Description

Data Analyst I

GCI's Data Analyst I, will analyze supplier spend & invoice data in order to create detailed baselines to support sourcing projects. Compile multiple **bids** and create **deal summary** documents to support supplier negotiations. Update **deal** summary documents throughout the negotiation lifecycle to support **sourcing** managers. Implement **data** refinement **processes** to **improve input/output quality** of supplier spend from ERP system and credit cards. Establish data structure to facilitate the production of procurement reporting (Savings reports; Project Reports; **KPI** Dashboards, etc.). Establish **platform and data structure** for procurement **SharePoint** sites

Essential Duties of Position for all Levels:

Provide **analytical** and **problem-solving** support to support **cost reduction** initiatives, **improvement** initiatives and **sourcing** data stewardship.

Prepare **data requests** for suppliers and internal stakeholders.

Create **RFQ, RFP, and RFI** documents.

Create deal **summaries** to prepare for negotiations.

Create **story-board** presentations to present data in a **logic** manner to **solve business problems**.

Implement **processes** and controls for **maximizing** procurement **data quality**.

**Monitor data input quality** and coordinate **corrective action** plans for addressing **data integrity** issues.

Manage the **spend analytics** tool for GCI (compilation of spend data, normalized vendor and spend categories).

Support **data requests** from category and sourcing manager

Qualifications

Entry level for the degreed professional seeking experience in the discipline of **Data Analytics**

High School diploma or equivalent is required.

**Bachelor’s degree in Business**, Analytics, Operations or relevant field required. Or a combination of relevant education and/or work experience sufficient to perform the duties may substitute for the degree on a year for year basis

Logistical and procurement experience is preferred.

Telecommunications industry experience preferred.

Primary Location: US-AK-Anchorage

Job: Analyst

Job Type: Full-time

Job Posting: Aug 16, 2017, 8:22:56 AM

**Recruiter: Christina Bloom**

12 data

5 support

5 spend

4 procurement

4 experience

4 sourcing

4 Analyst

4 Data

4 Job

3 documents

3 supplier

3 quality

3 Create

3 deal

2 negotiations

2 initiatives

2 Description

2 Analytics

2 processes

2 preferred

2 Establish

2 Implement

2 structure

2 relevant

2 requests

2 required

2 summary

2 create

2 degree

2 year