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Data Analyst

Hiring organization
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Job Location
Pontiac, Michigan, United States

Date posted
August 26, 2024

Description

We are looking to hire a Data Analyst for a client. The role involves providing data analysis services, developing data processes, and creating data repositories to support the Management/Executive Office.

Responsibilities

- Develop data and analytics processes using DoS-approved tools.

- Support various programs and mission areas with documentation, research, and technical expertise.

- Apply best practices in data and analytics to generate reports.

- Develop and implement a data repository in collaboration with HR senior IT managers.

- Ensure timely and responsive delivery of data analysis services to meet program needs.

Qualifications

- Bachelor's degree in business administration, Information Technology, or a related field. Data Analytics certification or equivalent certification is a plus.

- Proven experience in data analysis and developing data processes.

- Proficiency with DoS-approved data tools.

- Strong skills in documentation, research, and technical analysis.

- Ability to develop data repositories and work with IT managers.

- Excellent analytical, communication, and problem-solving skills.

- Ability to collaborate effectively with cross-functional teams.

- Strong organizational skills and ability to manage multiple or competing priorities.