

Data Entry Clerk/Analyst Job Description

Data entry and analyst responsibilities include managing Eco-West Canada's database(s), conducting full lifecycle analysis to include requirements, activities and design. The analysts will develop analysis and reporting capabilities.

Responsibilities

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Manage and update the CRM database as needed
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities

Qualifications

- Proven working experience as a data entry clerk/analyst preferred
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS, etc.) will be useful
- Excellent knowledge of Microsoft Office and CRM
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Post-secondary education in Mathematics, Economics, Computer Science, Information Management or Statistics (ongoing or completed)
- Bilingualism (English & French) is an asset for this position