

Job Description

Position: Business Analyst

Reporting to: Analytics Manager

1. **Job purpose:** Work on various analytics projects related to delivery, sales, partner management and provide timely insights along with Tableau dashboards and reports

1. Job duties

- Create & maintain Tableau dashboards for delivery/sales/partner KPIs
- Update and maintain our internal source database comprised of spreadsheets, Smartsheet, SQL database
- Support internal teams with timely data insights, performance scorecards, presentations
- Support client facing teams with timely data insights, client-based performance presentations and dashboards
- Create/QC and deliver all daily/weekly/monthly reports to internal teams on-time
- Work on any adhoc report requests from internal teams
- Maintain clear & up-to-date SOP for all the daily/weekly/monthly reports
- Maintain up-to-date internal trackers
- Any other activities assigned by the management of the employer in compliance with the applicable legal requirements.

Communication tasks:

- Works closely with analytics team, finance team and operations team.
- Directly addresses all members of the team.

Skills required:

- Tableau – Advance level
- MySQL with advanced queries
- Advanced Excel & VBA
- Working experience of all MS Office applications
- R or Python-Statistical Programming

- Data Visualization/Presentation
- Data gathering from multiple sources/formats into a single source/format.
- Extracting and uploading datasets between systems
- Google script

Desirable:

- ZOHO CRM
- Smartsheet
- Mass file operations
- Experience of coding to automate tasks

Organizational relations and cooperation:

- The position is subordinated to the Analytics manager.
- During the process of work the person will be interacting with members of the different departments of the company.