Data Analyst Job Description

Depending on your company specifics, a job description for data analyst can vary. On the whole, data analysts collect and analyze any data relevant to your company''s growth. These data may include logistics, marketing stats, IT, etc. The main goal of any data analyst is not only to combine and analyze this information but to create coherent reports and come up with suggestions on what and how can be improved for your company''s development.

No doubt, hiring the best candidate for this challenging job is of vital importance for any company. And, attracting the best professionals starts with a polished-up, professional vacancy ad. The following data analyst job description should help you create a posting that catches qualified experts'' attention.

Data Analyst Job Duties

The actual data analyst''s job duties will depend on the type of analysis your company needs. Still, the general obligations are as follows:

Managing big data from its creation to analysis and deletion
Managing user roles within corporate platforms
Analyzing data and providing its quality assurance
Commissioning data sets
Providing coherent reports and data analysis
Managing all relevant reporting environment, from data sources to metadata
Identifying and revising any data requirements
Ensuring data integrity
Supporting initiatives for company growth
Searching for relevant software to ensure better data analysis
Creating reports within single or multiple systems
Evaluating any changes that have to be done within a corporate system
Providing suggestions on which changes would ensure better data analysis
Training new and existing users about corporate web and production systems
Providing tech experience in data storage, mining, and cleansing

Data Analyst Responsibilities

Aside from the data analyst''s primary duties, additional responsibilities may arise:

Working with investors or stakeholders to assess data
Analyzing existing tools and systems to offer suggestions on optimization and system improvement
Explaining technical terms to other team members
Taking part in corporate meetings
Active participation in team discussions
Acquiring information from any relevant systems, both primary and secondary
Identifying, analyzing, and structuring data patterns and sets
Close collaboration with top managers and business developers
Defining and reporting all potential business growth opportunities
Offering comprehensive marketing analysis
Providing reports and suggestions on new software that can optimize internal processes in a company (optional, for an IT data analyst)

Data Analyst Requirements

Data analyst job requirements, just like data analyst job duties, may differ depending on data that will need analysis. Marketing data analysts and IT data analysts will have slightly different professional requirements. Still, these skills will always be welcome.

Bachelor (or higher) degree in computer science or relevant field
Previous data analyst job experience (optional)
Experience in big data managing methodologies
Understanding metadata standards and the ability to address it
Experience with database design development
Basic programming experience
Understanding of SQL, XML, JavaSript, or any other related frameworks
Experience with Excel, SPSS, SAS, or any other applicable data systems and reporting software

Data Analyst Key Skills

Of course, professional expertise matters. However, personal skills are often as important. Ideally, your new data analyst should have:

Excellent written and verbal communication skills
Strong business and analytical skills
Willingness to work toward common corporate goals
Team working skills
Understanding of company specifics
Ability to think outside the box to offer efficient strategies
Deep understanding of general data picture
Ability to explain complex things in simple terms to those who do not share the same understanding
Excellent time-management skills
Willingness to research and implement new technologies
Solid personal communication skills