# Data Analyst Job Description Template

We are looking to hire a Data Analyst to join our team. You will be responsible for managing the master data set, developing reports and troubleshooting any issues. To do well in this role you need a very fine eye for detail, solid experience in data analysis, excellent communication skills with the ability to translate complex technical requirements and reports for non-technical stakeholders and a deep understanding of commonly used data analysis software.

## Key Responsibilities:

- Managing master data, including creation, updates, and deletion
- Managing users and user roles
- Provide quality assurance of imported data, working alongside a quality assurance analyst if necessary
- Commissioning and decommissioning data sets
- Processing confidential data and information according to guidelines
- Assist in the development of reports and analysis
- Managing and designing the reporting environment including data sources and security surrounding the data
- Supporting the data warehouse in identifying and revising report requirements
- Assessing tests and implementing new or updated software
- Producing requested reports from single or multiple databases or systems
- Troubleshooting the reporting environment
- Evaluate changes and updates to production systems
- Training end users on new reports and dashboards
- Provide required technical expertise on storage structures, data mining and cleansing

## Personal Specification:

- Degree in computer science or similar or relevant fields
- Experience in data analysis or similar roles
- Ability to work with stakeholders to assess potential risks and issues
- Ability to analyse existing tools and databases and provide recommendations to improve quality, efficiency or user experience
- Ability to translate requirements into non-technical terms
- Experience in management of large scale databases
- Experience with handling large sets of data
- Strong written and verbal communication skills