



Data Analyst

Ability to analyse data with confidence and minimal support.

Salary Range: R15k – R25k per month, depending on skills and experience.

Job Responsibilities:

Master Data Management:

- Build relationships with Clients and Suppliers for data gathering purposes.
- Analyse Supplier price lists; prepare templates and define instructions for Master Data Maintenance.
- Ability to identify discrepancies between spreadsheet with ease.
- Prepare weekly and monthly client reports.
- Assist the Support team when required.

Data Analysis:

- Strategic mass data manipulation and data matching.
- Use initiative to foresee and advise the business accordingly.
- Ability to solve and analyse exceptions, with the aim of continuous improvement.
- Monitor automated internal and external data loads into the FTG environment and resolve any issues.
- Enrich data with information required for internal and external client reporting.
- Run data audits and clear any data issues.

Job Requirements:

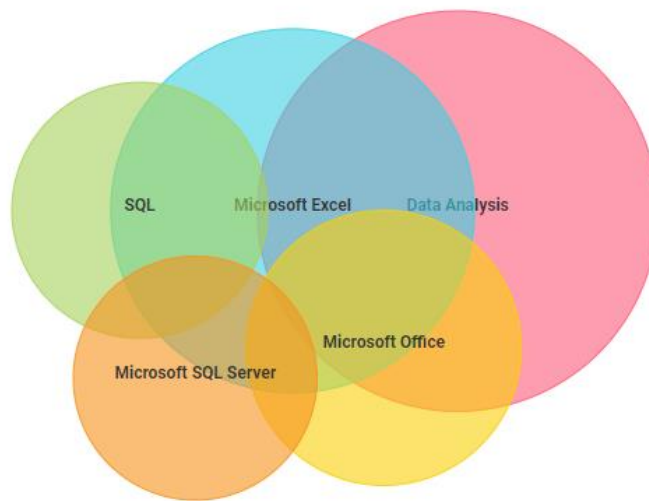
- Matric or Equivalent
- A university degree or studying towards a relevant degree
- Excellent verbal and written communication skills
- Good Microsoft Office knowledge
- Intermediate/Advanced Excel Skills Essential
- SQL Advantageous
- Analytical/Problem Solving skills
- Strong Attention to Detail
- Good Capturing Speed & Accuracy
- Ability to work under pressure and work according to deadlines

Attributes:

- Self-managed
- Team player
- Uses own initiative
- Flexibility – positive response to change
- Ability to work under pressure and work according to deadlines
- Organised
- Assertive and Pro-active
- Forward thinking/continuous improvement
- Results orientated – need to know what is required and take appropriate action

Company Relations:

- Comply with all company policies and operate within the given guidelines.
- Work with and develop positive relationships with other employees and external clients/suppliers.



This chart shows the most popular skills for this job and what effect each skill has on pay.