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# Example of Data Analyst Lead Job Description

Our growing company is hiring for a data analyst lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for data analyst lead

* Facilitate and contribute to successful user acceptance testing to confirm requirements are met
* Be an active member of the IS team, reporting into the Programme Manager and represent the Analyst team and actively participate in the management team meetings, IS and Exec Board (as appropriate)
* Developing new on-line reports
* Creating new databases
* Importing additional data
* Educating on use of available reports and resources
* Collaborates with technical staff explaining needs of functional users
* Investigates other community engagement models and newly generated ideas and actions from meetings, creating well-written, evidence-based memoranda and reports as needed
* Create, configure, and implement a global data quality framework for the organization
* Help out with complex Analytical tasks

## Qualifications for data analyst lead

* Leader -- you motivate and inspire your peers and you are excited to provide technical mentorship to junior members of the team
* Experience with existing NGS platforms (e.g., Illumina, Ion Torrent, PacBio)
* Experience with NGS-related products such as Agilent SureSelect target capture, Ion AmpliSeq, Fluidigm single cell sequencing
* Bachelor's degree in Information Systems, Information Technology, Computer Science or Engineering with additional degree like full-time MBA or equally competent certifications
* Minimum of 6 years experience in Information Systems, Information Technology or Engineering, experience working with project life cycle methodologies
* Minimum of 3 year Data Quality experience & ERP Data Migrations