Downloaded from <https://www.velvetjobs.com/job-descriptions/data-assistant>

# Example of Data Assistant Job Description

Our company is growing rapidly and is hiring for a data assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data assistant

* Prepare manual journal to contra expenses and correct system glitch
* Update any queries to SAP HR on query log regarding system glitch
* Run and Re-run the monthly expense travel report for procurement
* Split the monthly expense travel report by mileage and fuel card user for Fleet
* Maintain Marketing and Sales Master Data in support of sales orders including product portfolio details, pricing, assortment and customer master data
* Various other administrative duties
* Responsible for the long term follow-up with patients who are no longer receiving active treatment which may involve direct contact with patients, their families and/or referring physicians
* A degree in Geotechnical/Civil Engineering or a relevant scientific or numerical subject would be useful, although not essential
* To be accurate and thorough
* To be disciplined and self motivated

## Qualifications for data assistant

* Proficient with v-lookup, pivot tables, data manipulation, spread sheets, graphs, charts
* Ability to perform higher level lower level duties
* Very proactive individual
* Advise the Department of Strategic Planning and Governance (DoSPG) and other teams on how best to gather, analyse and utilise data in support of its strategic objectives
* Work with the DoSPG to access the range of data available, including via HEIDI and BI, and to advise on specifications for custom-built information
* Summarise and present comprehensive analytical findings in a variety of formats (including written reports), targeting different audiences to help convey key messages and inform DoSPG policy and strategic decision-making