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# Example of Junior Data Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior data analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior data analyst

* Perform data and market analysis through telephone and email contacts with vendor and internet research
* Assist with the development of monthly and quarterly reports, charts, and briefings summarizing activity and analysis results to customer
* Procuring proficiency test materials
* Ensuring the suitability of proficiency test materials
* Carrying out statistical evaluation of performance data using an automated statistical package and support from analysts and senior analysts
* Preparing proficiency testing final reports
* To process accounts flagged for review of potentially sensitive content to ensure there are no violations of policies
* To validate, investigate and respond to inquiries of an urgent or sensitive nature
* To comply with all client published policies and procedures and any legal and regulatory requirements
* To be assigned and accountable for workable solutions and processes within specific area of responsibility

## Qualifications for junior data analyst

* Proven experience working with business and data analysts to translate data requirements into functional specifications to enable the building of data platforms
* Cultivating and encouraging collaborative, team working environment, work hand in hand with global teams to ensure global standards and optimal service provision
* Candidate must demonstrate a well-developed ability to communicate in English verbally and in written form
* Experience working with large databases is a plus
* Exceptional organization skills, detail-orientation and analytical thinking
* Innovative worker with creativity and enthusiasm to share