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# Example of Management Data Analyst Job Description

Our company is growing rapidly and is hiring for a management data analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for management data analyst

* Perform upgrades, data reporting, data extraction and the creation of database objects
* Oil and Gas experience to understand industry specific data and how it is consumed
* Create and maintain enterprise business glossary of key metrics, report inventory, and reporting data sources
* Conduct basic descriptive analyses of administrative data using existing reporting systems
* Identify, research, and resolve model data issues from clients or internal users
* Assists with development of ad hoc quantitative analyses and statistical models and analyses
* Develops tools to improve performance and automate the production of dashboards, complex models, and analyses
* Participate in data debugging and troubleshoot efforts
* Supports the identification of actionable insights and contribute to the development of business recommendations through effective presentations and communication of results
* Assists in defining data capabilities and enterprise data roadmap

## Qualifications for management data analyst

* Demonstrated ability to manage multiple work streams
* Proven ability to analyze and interpret large data sets, recommend and implement solutions
* Knowledge of lifecycle reporting and analytics, “what if” scenario analytics, survey methodologies and analyses, root cause and data mining techniques
* Demonstrated experience with Business Intelligence toolsets (Business Objects, MicroStrategy, Cognos, ) dashboard offerings (Xcelsius, Tableau, Qlikview)
* Eztrieve required
* Be able to work in a cross-functional environment supporting multiple teams