



Example of Associate Data Analyst Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of associate data analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for associate data analyst

- Monitor big data tables in our BI SQL stack and perform simple data queries
- Monitor automated processes for customized client data sets and run productionalized customer jobs
- Perform quality audits on data prior to moving into production
- Identify problems as it relates to quality, quantity, and completeness of data
- Create and maintain documentation of programs and processes
- Develop business relationships to ensure successful implementation and support project efforts
- Build and maintain reporting using a variety of tools
- Performing basic, routine data entry tasks including address, telephone, and error correction updates associated with E9-1-1 database maintenance
- Answer telephone calls daily from customers and respond to messages in a timely manner
- Research and resolve all types of errors resulting from Service Order Processing (SOI) and No Record Found (NRF) incidents within contractually specified time frames

Qualifications for associate data analyst

- The technology teams within the numerous lines-of-business (LOBs) throughout the bank
- Experience working in contract, product, task management applications such

- Document, refine, and update data definitions, data quality rules, and data standards
- Write user stories and test cases to support technology development and implementation
- Create other written artifacts
- Create, manage, and provide periodic progress and status reports