



Example of Associate Data Analyst Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of associate data analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate data analyst

- Timely response for the set-up and maintenance requests and queries received by customers via the Index helpdesk
- Proactive participation & management of varied projects/initiatives
- Promote LEAN concepts
- Develop and maintain trusted advisor relationships with all seniority levels in the business units in order to understand the key business drivers and how these affect the use case requirements for data
- Leverage these known requirements into actionable plans for the effective cost management of market data spend
- Provide advice, guidance, and education on market data products and spend drivers to influence business unit strategy for market data services
- This Operations Associate will be the department's data integrity specialist
- The associate will be responsible for capturing data, analyzing data, creating quality checks on the data to ensure accuracy, and researching any outliers as a result of those quality checks
- They will work with members of the Operations team other departments and internal clients of Mariner on both recurring projects and new requests that involve pulling data for reports or migration to another system
- They will be client service focused - responding to emails and phone calls, maintaining open lines of communication for their project statuses and helping resolve any data discrepancies

Qualifications for associate data analyst

- Employees entering this job typically have 2-4 years of related computer experience
- Understand database processing techniques and concepts including flow charting, file documentation, data analysis, and relational database principles
- Minimum one year data collection or data entry experience required
- Motivated with good problem-solving, organizational, verbal, and analytical skills, solid attention to detail
- Business-related degree required