



# Example of Data Management Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for data management analyst

- Maintains Enterprise Data Dictionary
- Participates in identifying and scoping analytical efforts that align with priority business opportunities, challenges, and needs
- Assists in data collection, cleansing, and validation
- Provide support and contribution of analysis, design, development, testing, implementation, and documentation of systems and/or software and development of project deliverables
- Analyze population level and ad hoc data to assess costs and goals
- Manage reporting system for population statistics
- Model population growth rates
- Develop reports of findings
- Manage day-to-day project activities and client interactions
- Taking initiative to improve processes

## Qualifications for data management analyst

- Ability to work proficiently in Microsoft Word, Excel
- Experience with common analytic toolsets (SAS, SPSS, R, Excel, Oracle Analytic Functions)
- Bachelor's degree with a focus in Science or Mathematics AND at least 2 years of Data Management and/or Data Analyst experience working with, formatting, and understanding data from collection through analysis OR at least 4 years of Data Management and/or Data Analyst experience

- Good organizational skills, flexibility, and attention to detail