



Example of Support Data Analyst Job Description

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Our company is growing rapidly and is hiring for a support data analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for support data analyst

- Resolving Agent” for Supply Chain Finance data issues, managed through the “Remedy” support tool
- Performing ‘root cause analysis’ on data issues, Transfer Price, Standard and Net Cost issues and coordinating corrective actions across wider resolving agencies as required – GMS, LOC, BSC
- Ownership for larger scale data issues impacting high volume of materials and/or IPT Plants
- Manage various activities to support the annual merit cycle
- Assist in the deployment of various other TR programs across EMEA region as needed working with the regional/global program leads as appropriate
- Providing basic analysis and interpretation/evaluation of compensation metrics and assisting with compensation program reporting needs and analyzing survey, employee and financial data as required
- Provide administrative support for projects of varying complexity, and for regular tasks and team maintenance/process activities
- Define configuration/extraction specifications and business analysis requirements
- Perform quality assurance on data, meta-data, or business processes
- Support business partners in the adoption of new IT systems and tools

Qualifications for support data analyst

- Bachelor's degree or higher from an accredited university or 2-3 years of equivalent work experience in Supply Chain, Manufacturing, Operations and/or IT
- Foreign Language skills would be a plus
- Experience with SAS/SQL and Microsoft Excel strongly preferred
- Must have the ability to understand and explain complex systems and be effective working as a liaison between technical and non-technical groups
- Attention to detail and an ability to understand complex, interrelated elements are necessary