



JOB DESCRIPTION: Jr. Data Analyst
DEPARTMENT : Instant Market News
REPORTS TO: Director of Data Processing
TYPE: Full Time
DATE UPDATED: June 2, 2020

JOB SUMMARY for Jr. Data Analyst

The Jr. Data Analyst is part of the Instant Market News (IMN) team and is responsible for a variety of duties at Urner Barry. These functions range from management support activities to the implementation of day-to-day operations. This person will support all phases of analytic product development, from the identification of key business questions, through data collection, and use a wide range of tools to deliver data to decision makers. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS

- Data mining using state-of-the-art methods
- Enhancing data collection procedures
- Processing, cleansing, and verifying the integrity of data used for analysis
- Text Processing
- Automated web navigation
- PDF extraction

QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- Proficiency in MS Excel
- Experience and knowledge of Python & R.
- Basic understanding of MS SQL Server.
- Ability to work in both individual and in group setting
- The ability to complete assignments within a given timeframe
- Problem Solving, Documentation and Verbal Communication skills
- Demonstrates a high level of interpersonal skills to effectively communicate and present information to management, employees, corporate personnel, and vendors/suppliers.
- Excellent analytical, problem resolution, negotiating and project management skills.
- Strong organizational skills and the ability to successfully manage multiple tasks and priorities to meet established and changing deadlines.

COMPENSATION:

- Base salary.
 - Health, Life, Optical, Dental and Orthodontic Insurance, 401k w/ Match
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SUBMIT RESUME TO: Human Resource Manager
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