

Junior Data Analyst (Inspections Department)

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Primary Objectives:

The Junior Data Analyst (Inspections Department) is responsible for fulfilling all data processing and reporting needs for the Inspections department. The Junior Data Analyst (Inspections Department) will conduct qualitative and quantitative data analysis, data assessments and report generation for the department, while working collaboratively with Area Managers assisting them with special projects and any ad-hoc responsibilities as assigned. The incumbent will work closely with the Inspections team to generate contract documents such as invoices, summary reports for internal and external use and general management of all Inspections data. This role is ideal for an independent thinker with a problem solving mindset focused on enhancing data management processes with accuracy, efficiency, timeliness and professionalism.

This position is based out of Head Office, Toronto.

Responsibilities:

- Analyse all inspection data for accuracy, invoicing and reporting purposes.
- Know how to manipulate Excel files and to use it in conjunction with other programs.
- Compile data, verify accuracy and sort information to prepare for data entry.
- Assist in other data sorting and data cleansing initiatives within the department.
- Design and apply unified reporting and tracking standards to easily report and track KPIs in the department.
- Work within existing BI frameworks and build data models to support analysis and reporting.
- Ability to performing data visualization as required.
- May, at times, work with peers across the organization and may also be involved in non-inspection related projects/requests.
- Other work as assigned.

Qualifications:

- 1-3 years' experience working with medium to large size data sets and general data management.

- College Diploma or University Degree in a related field.
- Advanced capabilities in computer application software, knowledge of data bases and analytics tools.
- Intermediate to advanced level proficiency with Excel functions (complex formulas, macros, pivot tables) is a strong asset.
- Has a keen eye for this discipline and an analytical mind, is able to effectively interpret a variety of data/metrics and contextualize it in a business environment.
- Must possess strong technical skills in applications such as: Excel, SQL, R, DAX, VBA, ETL, Power BI, etc.
- Excellent data entry skills with high attention to detail.
- Strong communication skills (emails and phone).
- Superior organizational skills.
- Ability to work independently and as part of a team, while maintaining efficiency and accuracy.

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices. Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference **JDA0622-BW** and please click the link: [Apply here](#)

We thank all candidates for their interest; however only those selected for an interview will be contacted.