



JOB DESCRIPTION

Summary

The Data Analyst will enable data-driven decision making and solve business challenges with systems and technology. This will include data modeling, database querying, pulling unstructured data, statistical modeling, and utilizing data visualization to produce analytics and reports to enhance business performance. The Data Analyst will collaborate with management to ensure analytics help drive strategy.

Primary and Essential Functions

- Design, maintain, and optimize data visualizations and other tools to provide actionable insights that enhance business decision making;
- Create reports and analytical dashboards through Microsoft tool, PowerBI;
- Create and modify database systems (FileMaker Pro, MySQL, BigQuery);
- Create and modify code to interact with databases;
- Further develop the organizations approach to operational analytics, data visualization, analysis and modeling;
- Develop strategies to leverage data and support company goals through the delivery of easy to use reports and dashboards, sophisticated data analysis and advanced data modeling efforts;
- Establish and execute a vision for the delivery of information and analytics platforms and make recommendations to drive growth;
- Champion utilization of business intelligence technology across functional roles;
- Customize business tools to match our specific business processes;
- Identify undocumented process and methodologies, provides feedback to management for improvements;
- Manage various business intelligence projects to ensure on-time delivery;
- Establish testing protocols to ensure the accuracy of the data presented;
- Evaluate and select technology solutions for data visualization and data mining;
- Collaborate and communicate regularly with the executive management team;
- This role will work in the following in addition to FileMaker Pro and PowerBI: Salesforce, Outlook, Office 365 Online, SharePoint/OneDrive, Windows 10, iPads/iOS, MySQL, Rock Gym Pro, Linux Servers, etc.;
- Basic IT support;
- Variety of other tasks as assigned.

Requirements

- Bachelor's degree preferred; work experience can substitute for a degree;
- Minimum of 2-3 years of data analytics experience;
- Highly proficient in Excel, CSS, SQL, Python & JavaScript;
- Proficient knowledge of FileMaker including plug-ins and/or API integration, certification not required but a plus;
- Knowledge of programming and emerging technologies;
- Experience in data mining and machine learning;
- Excellent organization, logic and experience with the experimental method;

- Experience reviewing and streamlining business processes, including gathering and documenting business requirements, developing and implementing new processes and procedures;
- Experience and demonstrated results in a wide variety of analytical processes;
- Experience with data visualization tools such as Tableau or Power BI;
- Thrives in a dynamic and entrepreneurial working environment;
- Strong strategic planning and organizational skills;
- Ability to accurately perform complex mathematical computations;
- Well-developed time management skills with the ability to manage multiple priorities both large and complex;
- Proactive, self-started with the ability to work with minimal supervision;
- Ability to build web-based apps a bonus;
- Ability to exercise discretion and independent judgment;
- High level of confidentiality.
- Must take pride in and maintain integrity in their work.
- Knowledge of Scrum process a bonus.
- Be able to collaborate and innovate as a means to create exceptional value for our members, our company, and ourselves.

The Front Climbing Club is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.