



DATA ANALYST JOB DESCRIPTION

Summary

Responsible for vision, leadership and strategic direction of data use for The Front Climbing Club and Vertical Solutions. Utilizes business intelligence best practices, data sources and effective technology to produce analytics and reports to enhance business performance. Collaborate with management to ensure analytics help drive strategy.

Primary and Essential Functions

- Lead and develop the organizations approaches 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;
- Create reports and analytical dashboards through Microsoft tool, PowerBI;
- Create and modify database (FileMaker Pro);
- Create and modify code to interact with databases;
- Design, maintain, and optimize data visualizations and other tools to provide actionable insights that enhance business decision making;
- 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, Rocky 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;
- 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;
- 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.

Job Hazards

This position is exposed to airborne chalk, dust and cleaning supplies. And may be exposed to objects falling from great heights when in climbing area. Other hazards include trips and falls caused by obstacles on the ground such as ropes and climbing gear and slippery surfaces after they have been cleaned.

This position is also exposed to hazards typical of a construction and manufacturing site such as fumes or airborne particles, moving mechanical parts and vibrations. The noise level in the work environment and job site can be loud. The position may work near moving mechanical parts.

Vertical Solutions 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.