

Job Description

Junior Data Analyst



The Job

This isn't your ordinary job, you're here to revolutionise Cloud distribution whilst working closely with the world's leading Cloud solution providers including Microsoft, Acronis, and more. The Junior Data Analyst will provide the business with information and reports on business activities.

Responsibilities (but not limited to)

You will play a fundamental role within the Business Intelligence Team and your talent will help steer the Business with the following responsibilities.

- Assisting with the day-to-day operational and administrative functions of the Business Intelligence Team and providing support to the wider team where necessary.
- Collection of data and collation of reports
- Willingness to learn and develop your skill set
- Supporting the generation of thoughtful, business-driven insight
- Be able to present data as information with insights within it
- Work with Stakeholders to ensure data is meaningful and relevant
- Strong analytical skills
- Be relied on that output produced is 100% accurate
- Own and be responsible for all information produced
- Ability to talk to all levels of the business
- Other duties as assigned
- Regular attendance is an essential function of this position

Skills & Experience

Required

- Experience in either a data / analytic role and / or administrative role
- Excellent computer skills including advanced Excel are essential (cleaning, de-duplicating, analysing data using formulas including and not limited to IF, VLOOKUP, pivot tables and conditional formatting).
- Highly numerate with a good technical skill set
- Fantastic attention to detail.
- Excellent written and verbal communication skills
- Organisational Skills
- Confident using large datasets pulled from different sources.
- Ability to effectively plan and prioritise in line with business requirements.
- High School/GCSE's
- Presentation Skills
- Self-motivated with ability to prioritize and execute

Desirable

- SQL skills would be beneficial but are not essential.
- Experience of using Power BI.
- Degree or professional qualification desirable

Physical Requirements

- Ability to sit a computer terminal for long periods of time
- Ability to travel up to 10 percent of the time

intY endorses the principle of equality and will strive to ensure that everyone has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, and sex or sexual orientation. Employees can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their employment with intY.