



Job Title	Data Analyst
Reports to	Vice President of Database Operations

Job description

As a Data Analyst, you will assist in developing and maintaining our proprietary database. In this role, you will directly support our database marketing team in their email marketing efforts by maintaining and aggregating accurate data records. You may also assist with the implementation of new updates and functionalities within our Salesforce org.

Duties and responsibilities

- Work within CRM to maintain accurate contact and account records
- Utilize third-party software to aggregate contact and account records
- Compile and verify data records to ensure accuracy
- Review inbound email communication to produce new records and update existing records
- Execute test sending procedures to eliminate outdated and invalid records
- Manage, monitor, and maintain data integration and data flow
- Analyze and report on data trends
- Identify opportunities for system streamlining and improvements
- Assist with the implementation, improvement, and development of company's Salesforce org

Qualifications

The best candidates for this position will possess the following:

- Skills presenting findings, conclusions, alternatives, and information clearly
- Ability to identify process inefficiencies and recommend improvements
- Familiarity with data visualization tools
- Strong attention to detail
- Ability to work independently and collaborate with teams
- Ability to identify process inefficiencies and recommend improvements
- Experience working with Microsoft Office Suite including Excel
- Experience working with a database or CRM software

Requirements for this position are the following:

- 4-year degree in data analytics, business, or a related field
- Willingness to work in a team-based atmosphere and take direction from leadership
- Advanced Microsoft Excel skills

- Previous work experience that demonstrates interaction and service
- Previous exposure to Salesforce preferred

Company Benefits

- Open-floor office environment with standing desks
- Flexible hours
- Work from home policy
- 3 weeks of paid time off
- 8 paid major holidays
- 2 paid floating holidays
- Health insurance plan
- 401(k) plan with a 3% employer contribution
- Generous quarterly incentive program

AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.