



Data Analyst

APPLY NOW

REQUIREMENTS

- Four-year degree in information management, computer science, mathematics, or related field
- 1+ years of experience preferred

JOB DESCRIPTION

Responsible for data management related activities from data coordination, intake and cleaning, to data posting and document generation. This position reports to the Director of Research and Analytics.

SKILLS AND KEY COMPETENCIES

- Experience with databases and reporting systems (e.g., SQL, Crystal Reports, Excel Pivot Tables)
- Familiarity with software programming or script languages (e.g., Python, R)
- Ability to clean and organize large data files in preparation for analysis
- Proficient in Microsoft Office Suite (Excel, Word)
- High attention to detail and emphasis on quality and accuracy
- Strong project management and time management skills

RESPONSIBILITIES

- Conduct data preparation and data entry
- Develop data collection systems that optimize and automate data integration and visualization
- Assist research analysts with statistical analysis of data and generation of reports
- Locate and define new process improvement opportunities
- Prepare tables and graphs for presentations
- Perform other ECRA miscellaneous duties as assigned by the Director, President, or CEO

Qualified candidates can submit a cover letter and resume to jobs@ecragroup.com.



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