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Description
Location: 2206 Eglinton Ave East, Suite 190. Scarborough, ON M1L 4S8

Hours: Sunday – Thursday with rotational weekends (7:00 PM – 3:30 AM)

Start Date: ASAP

Tenure: Full-Time

Job Summary

The Data Analyst is responsible for applying data tools to collect, cleanse, and present structured and unstructured data for analysis and reporting. The person will assist in data project management at various levels of the organization.

Responsibilities

1. Generate data and prepare various reports with excel
2. Ensure company standards and compliance;
3. Log sample information and sample inventory accurately into database;
3. Generate reports as requested by the Operations team
4. Liaise regularly with the internal team to ensure information is fully obtained;
5. Contact the client if the sample does not comply with SOP;
6. Verify that all incoming samples comply with in-house methodology and SOPs;
7. Interpersonal skills to develop and manage relationships with internal team and clients
8. Comfortable communicating effectively with clients in case of any clarification or an inquiry in regard to understanding the samples provided

Relevant Experience and Skills

1. University degree with 1-2 years of relevant work experience (fresh graduates welcomed)
2. 1 to 3 years of facility services administration work experience
3. Advanced EXCEL skills and experience (Vlookup, Countif, Conditional formatting and etc.)
4. Experience in handling large datasets (e.g., over 10,000 rows and 100 columns)
5. Ability to collect, analyze, manipulate, and use data visualization techniques
6. Strong administrative and organizational skills
7. Strong attention to detail and data accuracy
8. Ability to communicate clearly and effectively with others for the purpose of data exchange, clarification, and follow up
9. Proficient with MS Office suite of applications along with the ability to quickly learn new software applications and information systems.

Preferred Qualifications:

* SPSS, SAS, or related statistical analysis software experience

Hiring organization
INTS Consulting 󠀀󠀀󠀀󠀀󠀀󠀀󠀀󠀀

Date posted
2023󠀀6󠀀9󠀀

- Crosstabulation software experience (e.g., Wincross)
- Tableau or PowerBI
- Econometrics, Statistics, or Mathematics background

Why KGS?

- Amazing growth opportunities are available
- Great way to network and work with a team of experienced individuals
- Casual dress code
- On-site fitness center (full gym, basketball shooting courts, yoga studios)
- New state-of-the-art head office!

Job Type: Full-time

Salary: $42,000.00-$46,000.00 per year

Benefits:

- Casual dress

Schedule:

- 8 hour shift
- Night shift

Ability to commute/relocate:

- Scarborough, ON: reliably commute or plan to relocate before starting work (required)

Work Location: Hybrid remote in Scarborough, ON