

Data Entry Analyst

Summary

The Data Entry Analyst performs routine and ad hoc data analysis using various techniques for data validation, annotations, data visualization, spot issues, data gaps and flag them accordingly. Gather data from various input sources and capture into a system of reference. Interpret data patterns and trends to provide comprehensive reporting to management.

Job Responsibilities

- Review incoming upload emails from Drone Service Providers (DSP) to ensure they include required metadata
- Extract tower meta data from the DSP emails and capture it into the 5x5 portal and ERP
- Review collected flight data (pictures and flight paths) to ensure completeness
- Review file and folder naming and address identified issues
- Track the QA outcome (upload pass/fail) in the 5x5 ERP (ODOO)
- Collaborate with the Ops team to address QA failures and deploy fixes
- Perform structure fixes once corrected by the DSP
- Perform data upload (create/modify tasks) in our ERP
- Provide recommendations to improve and streamline reporting
- Document reporting processes, procedures, and data definitions.

Qualifications and Skills

- Strong analytical capabilities with attention to details
- Ability to analyze large datasets
- Ability to extract data and capture into different systems
- Ability to write comprehensive quantitative and qualitative reports
- Understand data gathering, inspecting, cleansing, transforming, and modeling techniques
- Experience with AWS S3
- Fluent with office productivity tools esp. Excel or G-Sheets
- Ability to work independently and collaborate with team members
- Strong written and verbal skills

Bonus:

- Experience with Business Objects, Tableau, Microsoft BI or similar software tools, fluent with SQL, SSIS, SSRS, SSAS

Education, Experience, Certifications

- Associate or Bachelor degree in computer science, business, or a related field
- 1+ years of business data analytics experience