Pricing Intelligence Division: Data Processing & Report Analyst Work Description

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Title	Data Processing & Report Analyst	Salary	TBC
Department/Group	Pricing Intelligence Division	Start Date	February 2022
Location	Randburg	Position Type	Permanent

Work Description

Overview

The successful candidate for the Data & Reporting Analyst position will be responsible for developing and updating reports, primarily in Excel and Microsoft SQL Server Reporting Services. This will involve using SQL to extract and manipulate data in MS SQL Server databases. The Data & Report Analyst is responsible for creating and delivering retail product pricing reports to clients, assisting the Pricing Intelligence Team with various client related tasks.

The Data & Reporting Analyst will be responsible for the design, coding, testing, and performance analysis of SQL queries and Excel Reporting. The Data & Reporting Analyst is expected to complete work in a timely manner, while ensuring that data integrity and accuracy is maintained. There may be other duties, as assigned.

Responsibilities

On a daily basis the Data & Report Analyst will carry out the following duties:

- Creating and delivering pricing reports and insights to clients
- Creating reports on a daily, weekly, monthly, quarterly or AdHoc basis
- Ensure on-time delivery of client reports and inform relevant parties timeously of any delays
- Manage client queries effectively and efficiently
- Coding of client stores and products to the BMi database
- Amend report structures according to client requests/requirements
- Participate in internal/client meetings on a weekly/Ad hoc basis
- Liaising with Quality Assurance Team and National Field Manager on a daily basis
- Engage in regular Client meetings
- Manage client queries effectively and efficiently
- Provide communication on a daily basis to both internal and external contacts/clients
- Arrange and participate in meetings, conferences and project team activities when required
- Action tasks and emails assigned by Manager
- Update client job spec/field brief according to client requests/requirements
- Administration tasks
- Managing weekly pricing projects

Requirements

- Degree Qualification - Bachelor's degree in business, finance, information systems
- Minimum 3 years working experience
- Understanding of data sets
- Advanced Excel skills - pivot tables, VLOOKUP's and formulas/functions
- Analytical (accurate, attention to detail is imperative)
- SQL experience (beneficial)
- Excellent communication skills with both internal and external clients
- Database skills, updating and maintaining databases
- Accountable for client report delivery
- Strong client relationship experience
- Energetic, proactive and punctual
- Strong problem-solving skills (self-directed)
- Confident communication skills (articulate)
- High level of personal accountability (professional)
- Independent and creative thinking
- Promote team spirit and group success

Approved By	Jenni Coggin	Date	29 December 2021
Last Updated By	Cindi Collett	Date	03 January 2022