

Job Title:	Data Analyst – Entry Level position in Client Services
Position Type :	Full-time
Job Description	
<p>Job Purpose:</p> <p>Responsible for the multi-faceted activities involved in analyzing and preparing data gathered in the field. This role uses software tools (MS Access and MS Excel) to cleanse, normalize and reconcile data in preparation for creation and delivery of client reports. Attention to detail is extremely important as requirements vary from client to client. Early identification of issues in the field and timely communication with other members of the Client Services team (Director, Project Manager, Senior Field Leads, Field Leads, and Inventory Specialists) is very important. An understanding of the inventory, reconciliation and valuation services provided to clients, and the importance of the data analyst role to those services, is critical.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Data cleansing and data normalization • Work with large amounts of data in Access and Excel • Scrub data for accuracy and errors • Reconcile inventory data gathered in the field with client ledgers • Escalate non-conformities to management as required • Produce client reports • Provide feedback to help improve data process and tools • Ability to travel as required (25-40%) • Duties of Inventory Specialist and Field Lead, as needed • Other duties assigned by Asset Services management <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Analytical/problem solving skills • Quality control mindset • Multi-tasking skills • Sense of urgency and ability to prioritize work • Excellent verbal and written communication skills • Intermediate skill level with spreadsheet and data base applications such as MS Excel and MS Access • Familiarization/experience in medical equipment a plus 	

Requirements:

- Bachelor's degree in business (accounting related preferred) or equivalent years of accounting and/or inventory experience
- Willing to work in a fast paced, entrepreneurial environment
- Ability to work independently, and manage multiple responsibilities
- Willingness to contribute, in any capacity, to the success of company
- Valid driver's license and liability insurance required
- Credit, background check, and substance abuse screening required