**Data Specialist**

We are looking for a passionate Data Specialist to join our small friendly team. You will be highly skilled in excel and will be responsible for inputting, reporting and analysing data to meet customer and internal management needs.

**Responsibilities**

* Upload files to be registered into inhouse database and download bespoke files to key suppliers of automated batch services.
* Complete analysis and reporting on all automated services.
* Maintain a customer care experience and ensure management reports are accurately completed.
* Provide support as required throughout the company
* Fully comply to GDPR and maintain a strict confidentiality on all company business
* Interpret data, analyse results using statistical techniques and provide ongoing reports
* Ensure that data is not corrupt or inaccurate
* Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
* Identify, analyse, and interpret trends or patterns in complex data set
* Work with management to prioritise business and information needs
* Locate and define new process improvement opportunities

## Requirements

* Knowledge of statistics and experience using statistical packages for analysing datasets (Excel etc)
* Highly competent in Excel and working at an advanced level.
* Demonstrate an organised and structured approach with attention to accuracy
* Strong [analytical skills](https://resources.workable.com/analytical-skills-interview-questions) with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
* Practical thinker to research and investigate
* Quick and willing to learn
* Accepts responsibility
* Good interpersonal and communication skills that enables you to work well in a team as well as being able to explain complex data