

# Data Reporting Analyst

## Purpose of Job

The Data Reporting Analyst role will help establish a Data & Reporting function within the Business Intelligence Department and use technological solutions to help drive strategic initiatives across the VigiLanz organization. Working between clinical and technology, you will interact with colleagues across various lines of businesses to learn about challenges and opportunities, and to translate that insight into high-quality solutions. While the role requires technological skills - including data management and data visualization - it also hinges on teamwork and leadership. This role will help drive the automation of clinical processes and create the tools to measure the performance of the business, enhance our Controls environment, and support key decisions to move the business forward.

This position is 100% remote.

Job Responsibilities include:

- Supports operations and conducts data analytics projects to provide information and insights to stakeholders for decision-making or solution development
- Implements data standards and deploys automation tools to extract, synthesize, and validate data from different sources and transform data into usable metrics
- Constructs data sets, monitors data quality, troubleshoots and resolves database issues to ensure data integrity
- Utilizes scripting and querying tools like Python, R or SQL, data visualization/BI tools, statistical methods, and data modeling to produce reports, data files, and dashboards
- Collaborates with stakeholders to understand their needs, objectives, and requirements
- Assists one or more business teams in understanding and utilizing data
- Uses software and scripting, typically including SQL, to generate metrics and reports and synthesize them into actionable recommendations
- May be responsible for management reporting, KPIs, or data QA
- Provides support to research teams or management by collecting and analyzing data and reporting results based on the needs of end users

- Collaborates with various function teams such as marketing, research, and IT to achieve business results
- Design and build visualizations and dashboards in collaboration with clinical teams to support product enhancement and development
- Develop ad-hoc reports and analysis to support operational and financial needs
- Ability to assess trends and insight using multiple data sets and large amounts of data
- Analyzes and determines project resource requirements and data needs
- Creates and maintains documentation of processes
- Liaisons with IT, Clinical and other internal teams for project requirements, support and data needs

### **Basic Qualifications**

- Bachelor's degree, or equivalent work experience
- Minimum 3 year's experience working as a Data Analyst
- Appropriate remote home work station set up

### **Preferred Skills/Experience:**

- Experience of working with data visualization tools (Logi, MicroStrategy, Power BI or Tableau)
- Expertise in writing SQL Queries
- Experience with standard relational databases
- Minimum 3 years of experience using SQL, Python or R for querying data and for data manipulation and transformation, strongly preferred
- Minimum 3 years of experience using BI or data visualization tools to build intuitive visualizations and dashboards, strongly preferred
- Experience working with clinical or health care data

- Analytic skills with the ability to extract, collect, organize, analyze and interpret trends or patterns in large, complex datasets; mines actionable insights from data
- Ability to work both independently and collaboratively
- Demonstrate high standards of accuracy and attention to detail
- Excellent interpersonal, communication and presentation skills
- Experience in creating and building metadata dictionaries
- Experience in developing physical database designs and logical data models

Send resumes to:

Peggy Prideaux, HR Director

[pprideaux@vigilanzcorp.com](mailto:pprideaux@vigilanzcorp.com)