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| X:\User\DBergen\cscsfinals 11.jpg | **Job Description****Key Accountabilities Statement** |
| **Position Title:** | Data Quality Analyst |
| **Reports to:** | Associate Data Quality Manager |
| **Department:** | Administration |
| **Location:** | CSCS Headquarters, Kansas City, Missouri |
| **Number of total reports:** | 0  |
| **Which Concept Co-op does this position support? (Apple / Pancake / Both)** | Both |
| **Budget Scope:** |  |
| **Essential Duties** |
| * Support data management initiatives to ensure data integrity in all key systems used by the Co-op.
* Determine root cause for data quality errors and make recommendations for long-term solutions.
* Analyze, query, and manipulate data according to defined business rules and procedures.
* Develop and provide analytical support on software tools, model building, reporting and dashboards in system for major data quality projects across the organization
* Provide analytical support for process improvement initiatives across the organization including documenting business requirements, assisting in integration and acceptance testing, support the development of training and implementation material, participate in implementation, and provide post-implementation support
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| **Educational Requirements** |
| * Minimum - Bachelor in Supply Chain Management, Information Technology, Business or related field; Microsoft Excel (Advanced)
* Desired – MBA, proficient in Microsoft Power BI, Visual Basic, Python, R, SQL
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| **Competencies** |
| * Analytical mind
* Statistics & Modeling
* Communication skills
* Business thinking (results consciousness; objectively measures productivity)
* Responsibility (high degree of conscientiousness in everything done)
 | * Problem Solving
* Organizational planning/skills (highly organized, orderly, pays attention to detail)
* Discipline
* Resourceful
* Sense of urgency / Complete Tasks
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