



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

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

Competencies

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| <ul style="list-style-type: none"> • Analytical mind • Statistics & Modeling • Communication skills • Business thinking (results consciousness; objectively measures productivity) • Responsibility (high degree of conscientiousness in everything done) | <ul style="list-style-type: none"> • Problem Solving • Organizational planning/skills (highly organized, orderly, pays attention to detail) • Discipline • Resourceful • Sense of urgency / Complete Tasks |
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