

QS Enrolment Solutions

Position Title	Senior Data Analyst
Reports To	Analysis Manager
Location	Kuala Lumpur
Hours	38

Position Summary:

The role of Senior Data Analyst will be responsible for the design and development of new reports or updates to existing reports in the QS Enrolment Solutions (QSES) Reporting Suite.

Using tested statistical methods, the person in this role will be required to Identify, analyse, and interpret trends or patterns in new and existing data sets to report actionable significant insights back to business stakeholders. This includes identifying the potential for new analytical models and the maintenance of existing models.

Primary Functions: (in order of importance)

- Design, develop and maintain the BI Report Suite alongside other members of the BI & Reporting Team using Tableau, Excel, Power BI and other tool sets which are applicable.
- Elicit requirements and document specifications for new reports, dashboards and integrated data-sources.
- Collaborate with global stakeholders to identify new areas for reporting and analysis
- Identify, analyse, and interpret trends or patterns in new and existing data sets to report actionable insights.
- Review existing reporting methodologies and analyse results using statistical techniques to provide continuous improvement of analytical processes.
- Make recommendations about the methods and processes in which QSES obtains and analyses data to improve quality and the efficiency of data systems.
- Support the BI & Reporting and other global reporting teams with the development of ad-hoc reports, extracts and analysis as part of the BI & Reporting BAU process.
- Maintain analytical models and provide support to the organisation relating to usage.
- Collaborate with internal and contracted Data Scientists to conceptualise new models for development
- Share skills and mentor other team members in data modelling and report/dashboard development best practice.
- Promote 'Self-serve' analytics by mentoring internal stakeholders in the interpretation and use of analytical reports and models.
- Identify and define new process improvement opportunities
- Work with Director of BI and the BI Analysis Manager to prioritise business and information needs with an aim to inform the BI Product and Development Roadmap
- Assist the BI Analysis Manager and the Director of BI with any other duties as required

Personal Requirements to Meet Position

Objectives:

- BS in Mathematics, Economics, Computer Science, Information Management or Statistics, or a closely related field or equivalent demonstrable experience.
- **5+ Years experience** working in Data Analyst or Business Data Analyst role.
- Strong **analytical skills** with the ability to collect, organise, analyse, and disseminate significant amounts of information with **attention to detail** and **accuracy**.
- Experience in formatting, analysing and presenting data in **Excel** and **Tableau**. PowerBI and SSRS/Report Builder would be an advantage.
- Ability to write complex queries in **SQL** and **model data** from data processes. Experience in R would be an advantage but not essential.
- Technical expertise regarding data models, data mining and segmentation techniques
- Experience of working within a **RDMS** and **Data Warehouse** environment.
- Highly developed **critical thinking** and **problem-solving** skills with an ability to conceptualise and think creatively.
- Experience of working in a small, high impact teams required to **meet tight deadlines**.
- **Excellent communications** skills -- both written and verbal, and the ability **elicit** reporting an and analytical **requirements** and to **present** difficult concepts into understandable terms to all levels of the organisation.
- Able to **work autonomously** and within a team including managing own workload
- **Proactive** attitude with the ability use initiative to identify potential issues and offer creative solutions.
- Knowledge of **Agile** and Waterfall methodologies
- Excellent **time management** and **organisational** skills with and aptitude to work under pressure
- Willingness to offer and discuss opinions whilst considering those of others in the team and the wider business

Particular Considerations (e.g. travel):

- All applicants must provide a cover letter outlining how their skill and experience match the Personal Requirements listed.

Interested? Please send your resume to veronica.ling@qs.com to apply.