

Job Description

Job Title: Sr. Data Analyst	Reports to: VP of Supply Chain
Department: Inventory Management	Job Status: Exempt
Revision Date: June 2023	Other:

Purpose of Position:

Turn raw data into information and insight, which can be used to make business decisions.

Essential Job Functions/Responsibilities: *(other duties may be assigned. Management also reserves the right to change or modify position descriptions from time-to-time to meet the needs of the business with or without notice).*

A data analyst is responsible for organizing data related to sales numbers, inventory numbers, logistics, financial, or other behaviors. They utilize technical expertise to ensure data is accurate and high-quality. Data is then analyzed, designed, and presented in a way that assists individuals, businesses, and organizations make better decisions.

- Helping to design and implement best practices and processes as it relates to data integrity, maintenance and aggregation for analysis.
 - Working in Primary data sources such as SAP to help develop best practices for data integrity and maintenance
 - Working in BI tools such as Power BI to ensure data flows effectively into this system and helping to build/interpret data through analysis
 - Work alongside the Material Master Analyst in learning and building best practices around product lifecycle management
- Filter Data by reviewing reports and performance indicators to identify and correct errors
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets could be helpful for the diagnosis and prediction. Use these skills to contribute to overall efficiency of our distribution business within inventory management and sales trend analysis.
- Assigning numerical value to essential business functions so that business performance can be assessed and compared over periods of time.
- Analyzing local, national, and global trends that impact both the organization and the industry
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Working with management heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies.

- Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.

Required Position Skills

- Cleansing and preparing data
- Analyzing and exploring data
- Proficient in statistical analysis
- Reports and dashboards
- SAP (or similar ERP system)
- Power BI (or similar reporting platform)
- Computer skills in MS Office required - Proficiency with Excel
- Extensive spreadsheet analysis
- Detail oriented and accurate
- Makes quick, intelligent fact-based decisions
- Ability to work independently
- Acts with strong sense of urgency to anticipate customer needs
- Good communication skills, both oral and written, are essential
- Communicate effectively with all levels of the organization
- Maintains a collaborative partnership with all departments and team members
- Ability to lead cross-functionally.
- Desire to develop and grow within the organization

Essential Job Functions/Responsibilities

- **Create and maintain product master data records in SAP ERP systems, supporting multiple sales orgs and distribution channels.**
- **Coordinate master data loads to include but not limited to NEW materials, PIRs, Source of Supply.**
- **Work as a team with multiple functional groups (Inventory Planners, Marketing, IT, Sourcing, Logistics) to ensure the completeness and accuracy of information provided on new product or change requests/alerts.**
- **Communicate new product information to Marketing, DC's, Sales and Inventory**

Language Skills

- Fluency in English is required, additional language ability is a bonus
- Ability to read, speak and write English

Work Environment

- This is a very fast paced busy environment
- Regular attendance in conformance with the standards, which may be established by PetEdge from time-to-time, is essential to the successful performance of this position. Associates with irregular attendance will be subject to disciplinary action, up to and including termination of employment.
- Associates may be required to work varying schedules to reflect the business needs of the Company
- Multitasking
- This position is monitored by direct/indirect supervision to insure all unit procedures are adhered to.
- Upon employment, all associates are required to fully comply with PetEdge’s rules and regulations for the safe and efficient operation of the Company. Associates who violate any rules and regulations or policies and procedures will be subject to disciplinary action up to and including termination of employment

GENERAL RESPONSIBILITIES

- To acknowledge, greet, smile and show respect to every customer and fellow associate
- To cooperate with all Departments
- To maintain your work environment at its best, according to your duties. (Cleanliness, order, etc.)
- To keep yourself informed
- Associates must abide by the PetEdge Business Ethics and Conduct policy located in the Associate Handbook.
- Associates must comply with all policies & procedures located within our Associate Handbook, to include, but not limited to our Associate Responsibilities & Company Rules, Attendance & Punctuality policy, Customer Relations & Service
- Associates must fully comply and abide by the Standard Operating Procedures (SOP's) of the company

Technical / Functional Competencies of this Position

Carefully check all that are necessary to perform the essential responsibilities of the position effectively.

- N/A** Not Applicable
- Basic** Knowledge of routine concepts, practices and procedures in this competency
- Proficient** Able to independently apply this competency in routine and more complex situations
- Specialist** Knowledge and application of the most advanced concepts, practices and procedures
- Expert** Sought out as technical expert or strategic leader in this competency area

Check All That Apply

Competency	N/A	Basic	Proficient	Specialist	Expert
Computer skills, including MS Office applications,				X	
MS Word styles, templates, columns and tables.				X	
MS Excel				X	
MS PowerPoint			X		



Graphic design and layout experience, manipulation of images, graphics and various formats.	X				
Attention to detail, consistency, accurate typing and proofreading.					X
Organized, able to work independently and balance heavy workload.				X	
Project management skills, tactful, diplomatic with highly developed interpersonal skills.				X	
Oral and written business communication skills.				X	

Education/Vocational Experience

The education, specialized training, required licenses or certifications and/or years of directly related experience required to enter this job:

- Bachelor’s Degree
- Minimum of 1-3 years of related experience.
- The candidate must also be proficient in excel; v-lookups, pivot tables, and formulas.
- Other types of training that is needed to perform the job: SAP, Business Objects (BI), Excel, Business Process, IM SOP Guide

NOTE: This job description is not intended to be all-inclusive. Associates may perform other duties as directed by Management in order to meet the ongoing needs of the business

Associate Signature _____

Associate Name (Printed) _____

Date _____

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.