

Data Analyst, People Analytics

JOB DESCRIPTION

SKS Consulting Group is rapidly growing and we are looking for a skilled Data Analyst who embodies a sense of ownership, attention to detail, and commitment to a highly service-oriented professional services firm. The successful candidate will demonstrate experience delving deep into data and leveraging programmatic coding to solve business problems and deliver insights using highly dynamic reporting. Key competencies include a high level of professionalism, eagerness to innovate on current analytic processes, and commitment to doing what it takes to get the job done. The successful candidate will be a logical and analytical thinker, data-driven with a service oriented mentality.

Partnership, Insights, and Excellence. We strive to behave in accordance with our values as we work with each other as well as our clients and other key partners. Our strong internal and external relationships are characterized by a spirit of partnership, trust, and teamwork. The ideal candidate promotes and maintains a positive, team-oriented, and customer-focused attitude within and between departments while striving to meet overall business goals and objectives.

JOB FUNCTION

- As a Data Analyst, you will play a crucial role in building relationships with internal stakeholders to solve business problems by providing highly dynamic reporting, analyses, and insights.
- Based on internal and client requests, analyze and present findings in the form of reports, graphs, charts, tables, and executive-ready PowerPoint presentations.
- Proactively Identify relationships and trends in data to uncover insightful findings.
- Automate / streamline reports in Python, R, or similar language.
- Develop scorecards, interactive dashboards, and reports that effectively depict information in a concise and actionable manner.
- Support quarterly research initiatives deemed a priority by the firm (e.g., validity studies, item generation, and building out research data flows).
- Maintain data security for highly sensitive records.
- Extract, manipulate, clean, and analyze data from disparate data sources, and provide effective solutions to stakeholders.
- Conduct regular audits to ensure data and system integrity.
- Work alongside IT to build out SQL server “data lake” to house data from across multiple sources.
- Run complex SQL queries to support data analysis.
- Generate code for item-level and assessment-level scoring.
- Utilize Microsoft (Office) 365 Tools to automate business processes.
- Other duties as required.

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

Required

- Master's degree in I/O Psychology, Psychometrics, Data Science, Business Analytics or related quantitative research-oriented field.
- 2+ years in a business environment manipulating and using data to solve business problems.
- 2+ years' experience with at least one scripting language such as R, Python, MATLAB, etc.
- Strong background in using statistical concepts to analyze data.
- Experience using data visualization tools such as Tableau, PowerBI, or Shiny.
- Advanced skills in Microsoft Office suite.
- Basic SQL knowledge
- Comfortable working in a fast-paced environment.
- Self-directed and highly motivated, with a tolerance for ambiguity.
- Service oriented and highly responsive to internal and external ad hoc requests.
- Professional, responsible, dependable.

Preferred

- Intermediate skills in Microsoft 365 (PowerApps, PowerBI, PowerAutomate).
- 1+ years' experience with SQL and/or SSMS.
- Knowledge of personnel assessment and selection.
- Experience working with confidential data.

“At SKS, we are passionate about people - our clients, our peers, our SKS team. We are committed to giving time and attention to those people who join our team to ensure their individual and our team success. The expectations are high but so are the rewards. We pride ourselves on understanding what makes good leaders do great things. Our business acumen, strategic thinking and knowledge of psychology have improved the quality of organizational decision-making in the critical areas of selection and development at every level. Due to our success, we are growing. If this sounds like the right fit for you, please contact our recruiter at jill@hoopercurtis.com - we're looking forward to hearing from you.”

- Heather Mortensen, Ph.D & Partner, SKS

TO APPLY

If you want to join a collaborative team of professionals committed to leadership and customer service excellence, please submit your cover letter, salary requirements and resume to: jill@hoopercurtis.com
SKS CONSULTING GROUP IS AN EQUAL OPPORTUNITY EMPLOYER.