

Project Coordinator, Data Analytics

Wilén New York has a new Project Coordinator, Data Analytics opening.

Our fast-paced marketing agency is seeking an experienced, detail-oriented data analyst. This position will be responsible for supporting the data analytics needs of various departments of the company. Our expectations are high and quality control and the ability to think critically are a must. The optimal candidate will clearly convey the ability to juggle multiple projects in a fast-paced, deadline-driven environment.

Job Functions:

- Retrieve data from various sources and prepare data for analysis.
- Quality Assurance – Verify accuracy of data pulled and revise methods of data retrieval by following a standard process. Perform internal audits: gather data from various sources/applications and databases to validate audit steps performed; evaluate quality assurance.
- Compile and prepare reports, graphs and charts of data developed by analyzing situations and/or data to obtain answers.

Skills & Required Technical Experience:

- Intermediate MS Office skills including the ability to create, manipulate and formulate spreadsheets. Knowledge of spreadsheet functionality including pivot tables, charts and graphing.
- Must be well organized, extremely detail oriented and have great communication skills, both oral and written.
- Must be flexible and have the ability to adapt quickly as external environment and organizational changes occur.
- Basic understanding of the direct marketing project process flow and execution a plus.
- Bachelor's degree with an emphasis in Technology or Statistics or equivalent work experience.
- 3+ years of business experience.

This is a full time opening; work hours are 10:00a — 6:30p. *As a marketing agency, there are times when client deadlines dictate additional work hours. Our employees are expected to be available beyond standard work hours when necessary.* This is an on-site position; we are not looking for work-from-home candidates. If you meet the qualifications for this position, please apply with your resume, cover letter and salary requirements to careers@wilengroup.com