

Job Title	Data Analyst	Date	8/31/2021		
Department/Shop	Cross-Functional	Supervisory Position	Yes	Limited	No X
Location	Missoula, Mt	Travel Required	Yes	Limited X	No
Reports To	Vice President of Finance				
Position Summary	The Data Analyst will design, interpret, and manage company data. The analyst will work closely with the Senior Leadership Team to design and maintain data systems and data bases. The analyst will mine and interpret data and ensure the data collected is useful to stakeholders.				
Essential Functions	<ul style="list-style-type: none"> • Design and maintain data systems and databases; including correcting coding errors and other data-related problems. • Mine and interpret data to provide relevant info to stakeholders. • Develop and implement data collection systems, and other strategies that optimize statistical efficiency and quality. • Work collaboratively across departments to support corporate and departmental success. • Identify and find solutions to problems related to faulty data and software work-a-rounds. • Research, recommend, and implement solutions to meet the data collection needs of the organization. • Utilize statistical tools to interpret data - Leverage descriptive, diagnostic, predictive, and prescriptive analytic skills. • Prepare reports for leadership that effectively communicate trends, patterns, and predictions using relevant data. • Collaborate with IT department, Neptune consultants, and organizational leaders to identify opportunities for process improvements, recommend systems modifications, and develop policies for data governance. • Other duties as assigned. 				

Please email resume to jcles@neptuneaviation.com

<p>Key Skills & Competencies</p>	<ul style="list-style-type: none"> • Strong organizational skills, attention to detail, ability to prioritize, meet deadlines, and obtain successful results. • Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines. • Ability to work independently. • Excellent verbal and written communication skills. • Commitment to personal and professional development. • Familiarity with Microsoft Dynamics Great Plains ERP, Microsoft Office Suite. Ability to master Win-Air, Total FBO, Metaviewer, and other software. • Excellent analytical, computational, and mathematical abilities. 		
<p>Required Qualifications</p>	<ul style="list-style-type: none"> • Eight to Ten years of experience in data analysis. • Ability to work as a productive and positive team member. • High integrity. • Holds personal accountability and has high initiative. • Commitment to mission and vision of Neptune Aviation. 		
<p>Additional Desired Qualifications</p>	<p>Bachelor of Science in Business or applicable field Leadership Development</p>		
<p>Physical Requirements</p>	<p>Must be able to work in a traditional office setting with prolonged period of sitting at a desk and working on a computer. Must be able to lift 15 to 30 pounds.</p>		
<p>Supervisor Signature</p>		<p>Date:</p>	
<p>Employee Signature</p>		<p>Date:</p>	
<p>Revision Date JC 08/2021</p>			

Please email resume to jcles@neptuneaviation.com