



Job Description

Title: Data Analyst Executive

Reports to: Membership Team Leader

Core Functions:-

- Provide operational and technical database support to the wider team in relation to Membership Services, Recruitment and Enforcement.
- Development and continual improvement of departmental processes and systems, identifying and rectifying areas of weakness.
- Co-ordinating and implementing departmental Quality Management System procedures.
- Assist in defining focussed sales strategies through data analysis to support the recruitment team with strong new sales leads.
- Support the issuing and drafting of the department monthly reports using Power BI.
- Responsible for co-ordinating and representing the Department with the implementation of new IT System.
- Support the wider Membership department with daily tasks.
- Support Members with stats training and data input unto the portals.

Responsibilities:-

- Provide operational support to the department.
- Developing weekly, monthly, quarterly and end of year reports.
- Provide analysis of system data to the department.
- Compose department documentation ie project proposals, reports and manuals.
- Support the development, implementation and completion of projects related to the department.
- Refinement and continual improvement of department processes including updating of QMS.
- Attend weekly department meetings.
- Work with other staff members on specific projects as they arise.
- Any other duties and responsibilities as directed by the Department Manager and/or the Chief Executive.

Key Skills and Experience

- Good Communication and Organisational Skills.
- Strong Attention to Detail.
- Hold relevant Degree qualification.
- The ideal candidate will have 3 years' experience in a similar role.



A competitive remuneration package is on offer, commensurate with qualifications and experience.

Applications, including detailed CV' should be submitted by email to careers@repak.ie

Repak Ltd. is an equal opportunities employer