

Data Analyst Associate

About us	<p>Cimigo is an independent research and consulting firm, employing over 300 research professionals and operating throughout Asia Pacific. The company prides itself in being an Asia specialist, investing heavily in the local region and placing customers at the heart of business growth.</p> <p>To learn more visit www.cimigo.com</p>
Vacant Job Title	Data analyst associate
Department	Research - Quantitative
Reports to	Data analyst manager
About the job	<ul style="list-style-type: none"> ◆ Assisting team in managing data and reporting of projects <ul style="list-style-type: none"> ○ Responsible for specific research tasks assigned by senior team members. Responsibility involves ensuring that the tasks are completed in a timely and professional manner and with highest standard. ○ Specifically, an associate is responsible for. <ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> • Scripting surveys in our software • Data analysis – learning and applying the basics of SurveyCraft, SPSS, Power BI and other tools to analyse project data • Drawing tables and charts using Excel and Word • Importing charts / tables into Power point presentations • Inter-departmental project related communications • Attending management and interviewer briefings ◆ Data analysis for specific research projects <ul style="list-style-type: none"> ○ Discussing analysis requirements with project managers. ○ Being accountable for data integrity and accuracy. This involves liaising with all people involved in the project, including both operations staff and project team members.
About person you are looking for	<p>We believe that you will enjoy and be fulfilled by this role if you:</p> <ul style="list-style-type: none"> - Are University/College graduate with major in Computer Science; - Good knowledge of Marketing; - Are excellent in all English skills; - Have experience in project programming; - Have programming skill is a plus; - Have logical thinking, good time management and organizational skills, with ability to handle multi-tasks; - Are careful, honest, initiative, and able to work under high pressure.